

# Position Description

<b>Position Title</b>	Project Manager
<b>Position Number</b>	Various
<b>Directorate</b>	Corporate Services
<b>Business Unit/s</b>	Corporate Information Services
<b>Reports to</b>	PMO Team Lead
<b>Classification</b>	Level 9 – Inside Workforce Agreement

## Organisational Overview

The City of Stirling (the City) is located eight kilometres north of Perth’s central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 243,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1,400 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

## Organisational Vision, Mission Statement and Values

### Vision

A sustainable City with a local focus.

### Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

### Values

The City of Stirling’s core values are:

- Approachable
- Responsive
- Transparent
- Innovative

## Reporting Relationships

This position reports to Team Lead - PMO. The position has no direct reports.

## Business Unit Objective

To lead the delivery of the City's technology portfolio, establish best practice business analysis and project management standards and processes, ensuring that projects are executed efficiently.

## Position Overview

This position is responsible for the successful delivery of small to large, complex and concurrent projects that deliver business application and/or technology solutions.

## Position Objectives

- Focus on delivery of the highest business value as timely as possible;
- Focus on identifying and mitigating project risks throughout the project lifecycle, ensuring smooth execution and minimising disruptions;
- Contribute to updates of the Project Management Framework, Software Development Standards and Procedures, templates and tools to ensure consistency in project delivery;
- Foster strong relationships with stakeholders, including clients, developers, and executives, to facilitate seamless communication and project alignment;
- Contribute to the engagement of resources and services for project delivery;
- Support the Team Lead - PMO in operational reporting and provide advice to improve the Project Management Office's capability and maturity;
- Manage projects concurrently against performance targets on scope, schedule, budget, risks, quality and benefits;
- Monitor project progress and formally report on issues and exceptions to inform management decisions and escalation;
- Coordinate the planning and execution of business change activities and deliverables, inclusive of stakeholder management, communication and training;
- Manage project budgets efficiently, tracking expenses, optimising resource allocation, and delivering value for investment;
- Liaise with vendors and manage contracts to ensure successful service delivery and appropriate handover to business support and ICT in-house teams.

## Corporate Responsibilities

- Contribute to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner;
- Observe all safe working practices and work as directed by your supervisor;
- Ensure that you take reasonable care to ensure your own safety and health at work and that of others;

- Take responsibility for and actively promote the importance of the City’s Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work;
- Understand the principles of customer service and undertake duties and responsibility in accordance with the City’s Customer Service Charter;
- Undertake duties and responsibilities in accordance with corporate policies, management practices and procedures and demonstrate expected behaviours aligned with the City’s Code of Conduct;
- Perform other duties as directed.

## Selection Criteria

Qualifications/Education Level	
Relevant tertiary qualifications or demonstrated relevant experience.	Essential
Possession of relevant project management industry certification or equivalent deemed experience (e.g. PRINCE2, PMBoK and AGILE).	Essential
Knowledge, Skills, Experience & Abilities	
The ability to establish and maintain effective work relationships including collaboration, liaison and negotiation skills.	Essential
Highly developed communication (both oral and written) and interpersonal skills.	Essential
Strong understanding of Systems Development Lifecycle (SDLC) with an understanding of ITIL methodologies and strong understanding of project management principles.	Essential
Knowledge of project management and business analysis processes and the methodologies related to the implementation of business related and/or technology projects in waterfall and agile environments.	Essential
Knowledge of pre-project planning, understanding business needs and the viability of proposed technical solutions.	Essential
Demonstrated ability to foster a customer service focus culture within a team.	Essential
Demonstrated experience with TechnologyOne ERP solutions (i.e. GIS, ECM, Property and Rating, Works and Assets)	Highly Desirable
Demonstrated experience administering ERP Access Management	Desirable
Other	
National Police Clearance (under 3 months).	Essential

### Office use only

Position Creation Date	Date	4 April 2021	Officer	Text here
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Last reviewed/Modified	Date	16 February 2024	Officer	Text here
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