

## IT PROJECT OFFICER

### Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

### Our Goals

Thriving Community	Prosperous Economy	Clean And Green City	Places For People
<i>A City where people have the opportunity to connect and flourish</i>	<i>A City with a thriving economy that enriches its local community</i>	<i>A City that values its natural environment</i>	<i>An accessible City where people love to be</i>

### Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.  
Our systems, processes and tools are contemporary and reflect leading practice.  
Our assets and finances are managed with good stewardship.

### We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

### Our Organisational Values

<b>Make a Difference</b> We serve our community well <ul style="list-style-type: none"><li>• Deliver public good</li><li>• Improve the quality of people's lives</li><li>• Community focussed</li><li>• Deliver Council's City Plan</li></ul>	<b>Grow &amp; Improve</b> We improve our work everyday <ul style="list-style-type: none"><li>• Innovate</li><li>• Continuously improve</li><li>• Problem solve</li><li>• Adapt &amp; change</li><li>• Engage the community</li><li>• Shape the future</li></ul>	<b>Better Together</b> We collaborate & create to deliver meaningful outcomes <ul style="list-style-type: none"><li>• Trust, honesty, integrity</li><li>• Care &amp; support each other</li><li>• Work as a team</li><li>• We celebrate success</li><li>• We are accountable</li><li>• Open communication</li></ul>
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The position is:

<b>Position Title</b>	<b>IT Project Officer</b>		
<b>Department &amp; Section</b>	<b>Corporate Services – Information Technology</b>		
<b>Team</b>	<b>IT Projects</b>		
<b>Reporting to</b>	<b>Team Leader – IT Projects</b>		
<b>Positions Reporting to it</b>	<b>NIL</b>		
<b>Classification and Stream</b>	<b>MOA 5</b>		
<b>Position Number</b>	3032	<b>Prescribed Position:</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>

## How does this position contribute to our community?

- The City of Port Adelaide Enfield (PAE) rely on a range of information management systems, IT infrastructure and devices to provide customer focussed and effective services to the community, managing the functionality, performance, availability, integrity and confidentiality of our applications and integrations.
- Supports the delivery of IT projects and outcomes that are fundamental to the Council's operations.
- Delivers great digital solutions that our community are proud of.

## What does the position do?

- Develops IT project plans using PAE's project framework, including defining project scope, objectives, deliverables, and timelines at a level commensurate with the size and complexity of the project.
- Exercises initiative and judgement where the project framework practices and processes are not clearly defined.
- Coordinates with the Team Leader IT Projects to allocate necessary resources.
- Controls and manages the delivery of small to moderately complex IT projects (such as device roll outs etc.) – including setting priorities and executing the delivery.
- Works under the general direction of the Team Leader IT Projects exercising a degree of autonomy and professional judgement to ensure projects are delivered effectively.
- Assists where practicable to create, maintain and manage project documentation for PAE IT projects.
- Assists and prepare project budgets.
- Monitors project budgets and provide actual v budget regular reporting.
- Tracks and reports on the status of tasks, coordinating deadlines and ensuring that no task is overlooked.
- Coordinates and supervise the procurement of project deliverables.
- Provides supervision and support to consultants and / or contractors as required.
- Manages project risks and resolve issues.
- Other reasonable duties as required are undertaken

## What outcomes does the position deliver?

- Provides a range of project services to support the delivery of information and technology solutions that deliver business value.
- Supports IT based projects across the organisation, including stakeholder engagement, supporting project governance and change management and supporting the monitoring and reporting on project outcomes to ensure they are delivered on time, within budget and to agreed quality standards.

- Provides expert advice and support to deliver best practice IT project management across PAE.
- Plays a pivotal role in delivering a range of digital transformation activities and projects for the Council.

## **The behaviours we expect the position to contribute to our workplace are:**

- Effective communication and information sharing
- Customer focused and passionate about delivering for our community
- Alignment to PAE Values and Code of Conduct
- Interpersonal skills that build good work relationships
- Sound problem solving, innovative thinking and informed decision making
- Enthusiasm to complete tasks
- A commitment to personal development and improvement
- Adaptability and flexibility to new ideas and concepts

## **Qualifications for the position**

- A project management qualification is desirable.

## **Experience**

- Experience delivering IT projects
- Experience in IT Operations & Infrastructure
- Customer & Stakeholder engagement and support experience
- Experience creating and maintaining project documentation

## **Knowledge**

- Knowledge of project management methodologies and disciplines
- Use of corporate technology
- IT infrastructure and devices
- Knowledge of council policy, programs, procedures and practices

## **Information Management/Cyber Security**

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

## **Child and Vulnerable People Safe Environment**

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

## **Our Safety and Return to Work Commitments**

### **All Employees**

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.