

TEAM LEADER – IT PROJECTS

Our City Vision:

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

Our Goals

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

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

POSITION DESCRIPTION



Position Title	Team Leader – IT Projects		
Department & Section	Corporate Services – Information Technology		
Team	IT Projects		
Reporting to	Manager Information Technology		
Positions Reporting to it	Senior Business Analyst Business Analyst IT Project Officer		
Classification and Stream	MOA Level 8		
Position Number	3135	Prescribed Position:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

How does this position contribute to our community?

- The City of Port Adelaide Enfield (PAE) relies on a range of information management systems to provide customer focused and effective services to the community, managing the functionality, performance, availability, integrity and confidentiality of our applications and integrations.
- Leads the IT Projects Team to deliver 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?

- Engages a diverse workforce to drive innovation in digital transformation, continuous improvement and service excellence.
- Oversees the implementation of IT Projects ensuring the Council has maintainable, current, robust systems that meet the Council’s needs.
- Provides direction and leadership to the IT Team through all aspects of managing ICT programs and projects for council.
- Leads the IT Projects Team to develop and implement Council’s core ongoing IT Project deliverables.
- As a key member of the PAE IT Leadership team, contributes to the development and delivery of the IT Strategy.
- Provides outstanding people management and change management skills, including high level ability to lead, inspire and motivate others.
- Provides expert specialist advice through engagement with project sponsors, subject matter experts, end users, solution architects, business analysts, project managers, technical resources (internal and third-party vendors), and senior management in the delivery of Councils IT projects.
- Collaborates with the IT team to proactively manage resources, speciality skills sets and competing priorities.
- Accountable for the quality, effectiveness, cost and timeliness of programs/projects.
- Responsible for monitoring & reporting on IT project status.
- Prepares high standard information reports and presentations.
- Provides an escalation point for all council IT projects, where project delivery expectations have not been met or appropriately managed.
- Coordinates the functions, priorities and activities of the IT Project Team to ensure effective business engagement, service delivery and continuous improvement.
- Provides leadership in the workplace by modelling a high standard of work performance, positively influencing teams and individuals and clearly communicating the vision of the organisation.

POSITION DESCRIPTION



- Coordinates the consultation with business areas to scope projects and assist with the preparation of business cases in support of the annual budgeting and planning process.
- Coordinates the management of IT programs and projects in a timely and efficient manner ensuring the active and transparent management of risks, issues, scope, timelines, costs, communications, stakeholders, changes and outcomes.
- Develops and implements effective strategies for the professional development and career planning of team members.
- Initiates, manages and monitors operating budgets relating to the Project Team.
- Assists with the preparation and monitoring of capital and operating project budgets for IT projects.
- Fosters an environment of service excellence, collaboration and genuine teamwork by being a positive, proactive, and innovative member of the IT team.

What key outcomes does the position deliver?

- A resilient, customer focussed and resourceful IT Projects team that adopts good practises and delivers projects consistent with business cases and plans.
- IT Projects team that works to priorities consistent with organisational and user needs.
- Resourced business plans and budgets.
- Relationships with vendors that provide contractual compliance and mutual benefit.
- Well informed customers in relation to the status of projects.

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

- Positive, proactive leader in the IT Section at PAE.
- Customer focused and passionate about delivering for our community.
- Lead people and set vision of excellence aligned to PAE values and Code of Conduct.
- Interpersonal skills that build effective working relationships.
- Complex problem solving, innovative thinking and informed decision making.
- A commitment to personal development and improvement.
- Adaptability and flexibility to new ideas and concepts.
- Agility and responsiveness – comfortable adapting quickly to changing priorities.
- Empowering leader who develops, coaches, and provides appropriate feedback to assist others to reach their full potential.
- Authentic leader who builds constructive relationships with people at all levels across the organisation.
- Strong and effective communicator and listener.
- Operates with a high level of empathy and openness to ideas and diversity.
- High level interpersonal, presentation and influencing skills.
- Responsible financial management.

Qualifications for the position

- A tertiary qualification in Project and/or Program Management (or equivalent) is highly desirable.

Experience

- Minimum 5 years' experience in leading a team of technical experts to deliver complex organisational projects.
- Experienced Leader with demonstrated ability to engage and empower team members and foster a positive team culture.

POSITION DESCRIPTION



- Experience in working a multi demand and complex environment and the ability to prioritise and meet diverse customer needs.
- Experience implementing and administering Enterprise level projects.

Skills and Knowledge

- High level of ability to think corporately and strategically.
- Excellent communications skills with the ability to develop working relationships with internal and external stakeholders.
- Ability to foster a culture of innovation and continuous improvement in service delivery.
- Ability to develop strong working relationships to effectively liaise with staff, customers and service providers.
- Excellent conflict resolution and negotiation skills with the capacity to resolve difficult situations in an equitable manner.
- Comprehensive knowledge of Project Management methodologies and disciplines.
- Comprehensive knowledge of contemporary approaches to continuous improvement, best practice, service standards and reporting.
- Sound knowledge of contemporary enterprise information management strategies, principles, practices, techniques, and technologies as these apply to the Local Government sector.
- Sound understanding of enterprise architecture concepts.
- Knowledge of relevant legislation as it relates to records management including, but not limited to, the State Records Act, the Local Government Act, the Freedom of Information Act and the Land and Business (Sale and Conveyancing) Act.
- 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 ICT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.
- Foster a cyber security conscious culture in your team by understanding the cyber security risks to your team, and encouraging the correct cyber security behaviours
- Ensure training is provided to employees in positions of trust or who have heightened cyber security responsibilities, or increased risk profiles to ensure sound cyber security practices are understood, and effective cyber security controls are implemented and followed.

Procurement and Contract Management

- Responsible for complying with Councils procurement policy and processes
- Proficient in the application and requirements of procurement within a Local Government context
- Requirement to undertake regular training regarding procurement and contract management activities

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 Staff

POSITION DESCRIPTION



- 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.