

Role Statement



TITLE OF POSITION: PROJECT MANAGER
CLASSIFICATION LEVEL: ASO-8

Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

Division

People and Business comprises three directorates: Customer and Information Services, Investment Services, and People and Performance.

This role forms part of the ePlanning Project in the Customer and Information Services Directorate.

Role Overview

The Project Manager is accountable to the Project Director, ePlanning for the planning, coordination and delivery of Information Technology (IT) projects that comprise significant business process re-engineering, procurement and implementation of IT solutions to time, cost and quality standards. The role:

- Prepares complex project reports, budgets and other documentation and presentations using project management methodology and quality management techniques
- Has direct management of project resources, including detailed scheduling of activity and the monitoring, measuring and reporting of outcomes against project deliverables and benefits.
- Contributes to the procurement of IT solutions through the development of procurement related documents and by providing expertise and advice as a key member of the evaluation team.
- Works closely with the Project Director and other members of the project management team to ensure the program of works is in line with the agreed scope and expectations of the stakeholders and business and that benefits are delivered as expected.
- Collaborates with internal and external stakeholders to ensure appropriate levels of integration between IT and business projects and that outcomes complement other current and future requirements of the Department.

Directorate:
Position Number:
ANZCO Code:
Location: #ASO8 Template #9367612



Government of South Australia
Department of Planning,
Transport and Infrastructure

- Takes full responsibility for the definition, documentation and successful completion of projects.
- Ensures that realistic project, quality, budget, change control and risk management processes are in place maintained and followed.

Key Outcomes of the Role

The Project Manager is required to undertake a wide range of activities which may include all or any of the following:

- Determining and managing the goals, objectives and priorities of assigned programs, projects, systems and/or services that are consistent with the agency's objectives, including leading and managing change initiatives.
- Managing the resources and implementation of new and high level programs and/or projects of critical importance to the agency or State.
- Managing and motivating staff, clients and others in the achievement of difficult and sometimes conflicting objectives.
- Resolving complex issues with innovative solutions that are consistent with Agency objectives and national and international developments.
- Providing expert advice and consultancy to senior management, external stakeholders and inter-agency committees regarding current relevant developments and their potential implications to agency policies and strategic plans.
- Contributing to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, the [Code of Ethics for the South Australian Public Sector](#), equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.
- Contributing to a high standard of customer service for internal and external clients and quality management and risk.

Special Conditions and Essential Requirements

Qualifications / Licences

- Nil.

Person Capabilities

- Demonstrated understanding of Aboriginal and Torres Strait Islander peoples' cultures and social issues, with the ability to recognise and address barriers to Aboriginal and Torres Strait Islander people's participation in departmental policies, programs and services.
- Facilitates DPTI's cultural change by leading, modelling and engaging the workforce to embrace and exhibit the DPTI values and behaviours including:
 - Collaboration** – "At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals."
 - Honesty** – "At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with."
 - Excellence** – "At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we're doing the best. We are committed to ensuring the Health and Safety of our employees and customers."

- iv. **Enjoyment** – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive”.
- v. **Respect** – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”
- c. Drives a culture of integrity, professional accountability and diversity across the department and across government, and through community interactions in line with the SA Government’s Code of Ethics and the *Equal Employment Opportunity Act 1987*.
- d. Drives a culture of commitment and accountability in the implementation of the Premier’s Safety and Wellbeing Declaration and requirements of the *Work Health and Safety Act 2012*, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.
- e. High level experience in leading, motivating and influencing staff, driving and evaluating work objectives for improved service performance across strategically aligned functions.
- f. Demonstrated strategic thinking and ability to act with urgency, accept and expect responsibility, successfully manage and implement change and risk management initiatives and complex solutions within span of assigned functions.
- g. Proven ability to work under broad directions in determining goals and priorities, measuring and improving performance outcomes and strategically planning multifaceted activities.
- h. Highly developed interpersonal and communication skills that demonstrate commitment to customers, advanced writing ability in delivering clear and concise advice appropriate to the audience and successful negotiations and conflict resolution outcomes.

Delegate Approval

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Name

Signature

Date: / /