

Role Statement



TITLE OF POSITION: SENIOR PROJECT MANAGER
CLASSIFICATION LEVEL: ASO-7

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 four directorates: Customer Experience, Investment Services, Information Services, and People and Performance.

Information Services provides a wide range of essential supporting services to the Department including:

- Business Partnerships - engaging with the business to develop initiatives in line with business needs and value for money outcomes
- Solution Services - delivering new and enhanced solutions to optimise and transform business processes
- Operational Services - providing support and management of IS platforms and systems including record management functions
- Strategic and Quality Services - providing the governance, security and compliance frameworks to ensure the quality of outcomes delivered.

Role Overview

The Senior Project Manager is accountable to the Program Manager, Business Partnerships for the delivery of significant and specialist cross-Section and Departmental Information Service projects to time, cost and quality standards.

The role:

- Ensures that the appropriate project methodology is undertaken, and liaises with the Department's principal Project Sponsor as appropriate.
- Plans, implements, co-ordinates and delivers a range of significant and specialist ICT business improvement projects across the department.
- Works closely with the Program Manager to ensure the program of works is in line with the expectations of the Management team and businesses.

Directorate: Information Services
Position Number:
ANZCO Code: 1351
Location: #9565574



Government of South Australia
Department of Planning,
Transport and Infrastructure

- Takes full responsibility for the definition, documentation and successful completion of Information Services projects.
- Ensures that realistic project, quality, change control and risk management processes are in place, maintained and followed.
- Monitors and controls resources against the project budget and manages expectations of all project stakeholders.

Key Outcomes of the Role

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

- Initiating, planning and delivering significant assigned agency programs, projects, systems and/or services that are consistent with the agency's objectives, including coordinating the implementation of change initiatives.
- Coordinating the resources and implementation processes for sensitive, innovative, critical or complex Statewide/service wide operations that demand a significant level of responsibility and decision making.
- 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.
- Providing expert advice to senior management and external stakeholders regarding current relevant developments and their potential implications to agency policies and strategic plans.
- Leading, where required, high level research and analysis of complex and sensitive issues and/or policies.
- 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

Person Capabilities

- Understands Aboriginal and Torres Strait Islanders cultural issues and addresses access barriers to 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.”

- iii. **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. Delivers customer focused and strategically aligned services and practices and engages with stakeholders to successfully negotiate sensitive, critical or complex matters.
- f. Extensive experience in leading, motivating and influencing staff, driving and evaluating work objectives for improved service performance across strategically aligned functions.
- g. Demonstrated ability to act with urgency, accept and expect responsibility, successfully implement and coordinate change and risk management initiatives and complex solutions within span of assigned functions.
- h. Demonstrated ability to communicate effectively, succinctly and accurately, in writing and verbally, to people at all levels in a professional and tactful manner including successfully negotiate and resolve conflict with staff and stakeholders.

Delegate Approval

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Name

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Signature

Date: / /