

# Role Description

## General information

<b>Title:</b>	Senior ICT Project Manager			<b>Classification:</b>	ASO7
<b>Division:</b>	Corporate Services	<b>Branch:</b>	Information Communication & Technology	<b>Business Unit:</b>	ICT Product Development
<b>Type of Appointment:</b>	Term	<b>Hours of Duty:</b>	37.5 hours per week	<b>Location:</b>	Adelaide

## About Us

South Australia is internationally recognised for the quality of its agriculture, food and wine. Our regions are the backbone of our state and the economic powerhouse that drives prosperity for all South Australians.

The Department of Primary Industries and Regions (PIRSA) is a key economic development agency working in partnership with our primary industries, regional stakeholders and across all levels of government to advance the prosperity and sustainability of South Australia's primary industries and regional communities.

We are a passionate team of around 800 people working across metropolitan and regional South Australia to develop and protect our state's regions and food, wine, aquaculture, fisheries, forestry, grains, livestock, dairy and horticulture industries.

## Purpose

The primary purpose of the Senior ICT Project Manager is to provide management of complex and significant ICT projects and project teams on behalf of business groups and ICT. This role is expected to manage multiple concurrent projects, employing appropriate time management skills to ensure that all projects deliver the expected results. The role will be expected to blend traditional and Agile project management principles and practices to ensure projects are managed with an appropriate level of planning whilst also delivering timely results which meet customer needs.

The role contributes delivering the agency's [priorities](#) including organizational performance as a modern, flexible and responsive organization.

The Senior ICT Project Manager contributes to delivering an efficient, reliable and secure ICT environment that supports PIRSA in delivering services to its customers and takes advantages of new technologies to enable improvements in the way the agency operates.

## Key Accountabilities

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| <ul style="list-style-type: none"> <li>Deliver projects and programmes based on agreed priorities and requirements of PIRSA.</li> <li>Engage actively with all stakeholders during the course of a project and communicate effectively on project progress and deliverables and work with the business divisions to ensure they are well received by the recipients of the change and that the project is successfully delivered and identified benefits are realised</li> <li>Apply ICT's project management framework to all projects (using relevant standards) in order to ensure that projects are defined, developed, governed and managed in a consistent manner across the Agency</li> <li>Manage the work and priorities of the project team throughout the project lifecycle, defining appropriate products, standards and timescales in accordance with the project management framework to ensure that the project delivers quality products to time and within budget</li> </ul> | <ul style="list-style-type: none"> <li>Act as key adviser to project boards, resolving issues and recommending corrective action as appropriate so that projects are sustained and implemented, risks are identified, mitigated and managed whilst ensuring compliance with the agreed decision making process / project governance arrangements</li> <li>Effectively eliciting relevant information regarding actual business requirements from stakeholders including executive, staff, customers and subject matter experts utilising a variety of research techniques including stakeholder interviews or workshops</li> <li>Clearly define and seek agreement for project objectives, plans, costs and performance measures to ensure that work is carried out in a timely and effective manner and to meet budgets and deadlines where applicable, ensuring project changes are appropriately controlled</li> </ul> |
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## Key Deliverables / Results

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| <ul style="list-style-type: none"> <li>Project scope and schedules are defined which focus on the regular and timely delivery of value and build in stakeholder participation.</li> </ul> | <ul style="list-style-type: none"> <li>Project outcomes are monitored to ensure that the required level of quality is built into all products delivered.</li> </ul> |
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- Project resource requirements (people and budget) are identified, sourced and managed throughout the project lifecycle.
- Effective project deliverables, including requirements documentation and test plans, are developed as required throughout the project lifecycle.
- Complex or enterprise wide projects are managed to ensure they deliver business value.

- Business cases, opportunity assessments and other relevant documents are prepared to enable business groups to make effective decisions regarding the use of ICT.
- Opportunities for business improvement through the use of ICT are identified and Executive support and funding is obtained.
- Provision of high quality advice and recommendations to PIRSA business groups to enable them to make effective decisions regarding the use of ICT.

## Relationships

- Role reports to Manager ICT Product Development.
- Roles reporting to this role include external contractors and other staff in relation to specific projects or tasks associated with ICT projects
- Works closely with other members of ICT, including Application Developers and Technical Consultants

- Builds strong relationships with key customers of the Branch including executives and senior managers to ensure that opportunities for the use of IT are identified
- Works closely with internal PIRSA customers associated with ICT projects

## Requirements

- Possession of a current driver's license and willingness to drive.
- Out of hours work and inter / intrastate travel may be required.
- Australian residency or current works permit is required (responsibility of applicant to provide evidence of a current work permit).
- You acknowledge your work, health and safety obligations and our expectations when [applying for a role](#).
- The incumbent will be required to undertake emergency management training and must be willing to participate in emergency preparedness, response and recovery activities required by government agencies.

## Qualifications


- Essential: Nil
- Desirable: Nil

## Capabilities

Capability	Behaviours
<p><b>Professional &amp; Technical Knowledge</b></p> <p>Demonstrates an in-depth knowledge across all key areas of professional competence relevant to the role with expert knowledge in project management and business analysis.</p>	<ul style="list-style-type: none"> <li>• Solid understanding of the system development lifecycle, as well as knowledge of Agile and traditional project management principles and practices and the ability to blend them together to fit a project and business environment.</li> <li>• Experience in successfully managing complex and enterprise wide projects that involve diverse project teams and stakeholders.</li> <li>• Is aware of the requirements associated with running an ICT project in the South Australian government environment.</li> <li>• Is experienced with managing complex and enterprise wide projects that involve diverse project teams, stakeholders and external contractors.</li> <li>• Demonstrates excellent oral and written communication skills and experience interacting with both business and IT individuals at all levels.</li> <li>• Provides expert professional and technical advice to support decision making.</li> </ul>

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<p><b>Project Management</b></p> <p>Delivers agreed outcomes from projects using appropriate management techniques, collaboration, leadership and governance.</p>	<ul style="list-style-type: none"> <li>• Takes full responsibility for the definition, documentation and successful completion of complex projects (typically with significant business, political or high-profile impact and high-risk dependencies).</li> <li>• Adopts and adapts project management methods and tools, selecting appropriately from plan-driven / predictive approaches or more adaptive (iterative and agile) approaches.</li> <li>• Ensures that effective project control, change control, risk management and testing processes are maintained.</li> <li>• Monitors and controls resources, revenue and capital costs against the project budget and manages expectations of all project stakeholders.</li> </ul>
<p><b>Stakeholder Relationship Management</b></p> <p>Influences stakeholder attitudes, decisions, and actions for mutual benefit.</p>	<ul style="list-style-type: none"> <li>• Identifies the communications and relationship needs of stakeholder groups. Translates communications / stakeholder engagement strategies into specific activities and deliverables.</li> <li>• Facilitates open communication and discussion between stakeholders.</li> <li>• Acts as a single point of contact by developing, maintaining and working to stakeholder engagement strategies and plans. Provides informed feedback to assess and promote understanding.</li> <li>• Facilitates business decision-making processes. Captures and disseminates technical and business information.</li> </ul>
<p><b>Benefits Management</b></p> <p>Forecasts, plans and monitors the emergence and effective realisation of anticipated benefits from projects and programmes.</p>	<ul style="list-style-type: none"> <li>• Leads activities required in the realization of the benefits of each part of the change programme.</li> <li>• Identifies specific metrics and mechanisms to measure benefits and plans to activate these mechanisms at the required time. Monitors benefits against what was predicted in the business case.</li> <li>• Ensures that all participants are engaged throughout the change programme and fully prepared to exploit the new operational business environment.</li> <li>• Supports operational managers to ensure that all plans, work packages and deliverables are aligned with the expected benefits</li> </ul>

<b>HRMS No:</b>		<b>ANZCO Code:</b>		<b>Objective ID:</b>	
<b>Delegate Approval:</b>	<p>Michelle Griffiths, Executive Director Corporate Services</p> 			<b>Date:</b>	28/8/25
<b>Approved and Classified by People and Culture:</b>		August 2022			