

# Job and Person Specification

**Title of Role: Senior Project Manager**

**Classification: AS0-08 (P41381)**

**Business Unit: Justice Technology Services**

**Division: Project & Technology Services**

## Primary Purpose

Lead the successful planning and delivery of the Data Centre and Services Consolidation Program by coordinating technical, operational, and organisational activities across participating agencies. The role is accountable for ensuring delivery outcomes are achieved safely, efficiently, and with minimal disruption, while proactively managing stakeholder expectations, business impacts, risks, dependencies, and change activities. The Senior Project Manager serves as the primary point of integration between delivery teams, agency stakeholders, service providers, and executive governance to ensure alignment, informed decision-making, and successful adoption of the consolidated services model.

The Senior Project Manager will be responsible for

- End-to-end delivery accountability for data centre and service consolidation initiatives.
- Management of agency engagement, expectations, and stakeholder relationships.
- Coordination of business readiness, transition, and change impacts.
- Oversight of risks, issues, dependencies, and service continuity.
- Alignment of technical delivery with operational and business outcomes.
- Executive reporting, governance, and cross-agency coordination.

## Job Environment

The Senior Project Manager operates within The Attorney-General's Department (AGD) which provides a broad range of legal, regulatory and other services for the government and the South Australia community. Employing around 1,500 staff, AGD promotes justice by protecting people's rights, improving safety and contributing to an efficient and fair justice system for the SA Community.

Justice Technology Services (JTS) is a business unit within the Projects and Technology Division of AGD reporting to the Executive Director of that Division.

The Justice Information System (JIS) is a shared mainframe environment that:

- supports shared offender identity matching across the criminal justice sector, enables secure information access and exchange between justice agencies and stores, aggregates and disseminates court outcomes for the benefit of justice agencies
- provides a shared platform and support services for the hosting of agency-specific applications for criminal justice agencies.



## Reporting Relationships

- Reports to the Program Manager – JIS Transition Program
- Accountable to the JIS Transition Program Board and JIS Program Manager
- Build and manage a team of specialists necessary for the conduct of the program of work
- Works closely with existing JTS Teams including the Application and Integration Services team
- Works with AGD Business and Finance areas as they relate to JTS HR, budgetary, contractual, accommodation and other business matters
- Provides advice / recommendations to the JTS Management Team

## Key Relationships/Interactions

- Works collaboratively with agency Program Managers and their teams
- Consults with DTF Strategic Sourcing and DPC ICT & Digital Government stakeholders to ensure alignment with whole-of-government initiatives.
- Provides advice / recommendations to the JIS Steering Committee

## Key Challenges

- Facilitate the coordination of agency transition programs projects in collaboration with agency program managers to ensure a managed approach to change management and risk management across agency programs
- Ensure existing data sharing and exchange services continue to support across justice business processes as agencies transition off the shared JIS mainframe platform
- Manage the project aspects of a program to identify, procure and transition the central JIS Applications and Integration Services to the future state architecture
- Develop and maintain inter-agency relationships that promote the regular exchange of information regarding planned changes within individual agencies that affect the broader JIS model, transition program and associated mainframe/integration services.

## AGD Conditions

- Effectively embed AGD People and Leadership Expectations into all actions, activities and work processes
- Participate in bi-annual Performance Development Plan (PDP)
- Proactively seek learning opportunities, including in the timely completion of all mandatory training requirements
- Comply with the Code of Ethics for the South Australian Public Sector, relevant legislation and AGD policies and procedures
- Employment is dependent upon a compliant National Police Certificate that the AGD finds satisfactory.

## Diversity

The Attorney-General's Department values workplace diversity and is committed to providing an inclusive work environment where employees feel respected, valued and empowered to be themselves, we are also committed to reconciliation and strongly value First Nation's perspectives in the community and workplace.

## Flexible Working Arrangement Options

The South Australian public sector promotes diversity and flexible ways of working including part-time. You are encouraged to discuss the flexible working arrangements for this role. Flexible working arrangement options for this role may include:

- Flexitime
- Part-time
- Compressed weeks
- Work from home arrangements



## Responsibilities

This Job and Person Specification provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform. The **Senior Project Manager** is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
<p>Program Management – Project Delivery</p>	<ul style="list-style-type: none"> <li>• Initiate, plan and manage the project aspects of the JIS Transition Program to deliver program outcomes.</li> <li>• Support justice agency transition programs through the identification and provisioning of new data integration and exchange services.</li> <li>• Manage the identification, procurement and transition of the central JIS Application and Integration Services to a new modern platform.</li> <li>• Lead a multi-disciplinary team of specialists and liaise with existing JTS technical and subject matter experts to deliver program and project outcomes.</li> <li>• Promote and facilitate the sharing of information across the justice sector agencies.</li> <li>• Facilitate the coordination of justice agency projects in collaboration with agency program managers to identify change impacts and ensure adequate change management to ensure the continued operation of data integration and exchange services across the justice sector.</li> <li>• Administer projects efficiently and effectively by managing:                             <ul style="list-style-type: none"> <li>• project resources, estimates, schedules, risks, issues, budgets, finances.</li> <li>• quality of products, processes, documentation and communications.</li> <li>• changes to the project.</li> <li>• expectations of all parties; and</li> <li>• project reporting.</li> </ul> </li> <li>• Continuously improve program /project management and solution delivery disciplines by identifying, pursuing and where feasible, implementing improvement opportunities in processes, people and technologies and Influencing others to do likewise.</li> </ul>	<ul style="list-style-type: none"> <li>• Comply with program and project management methodology</li> <li>• Projects delivered to agreed scope, quality, time and budget</li> <li>• Realisation of agreed program outcomes and benefits</li> <li>• Effective reporting to program governance bodies</li> <li>• Effective management of program and project risks and issues</li> <li>• Quality Program and Project artefacts</li> </ul>
<p>Staff Management</p>	<ul style="list-style-type: none"> <li>• Build and manage a team of projects specialists necessary for the conduct of the program of work.</li> <li>• Provide effective leadership and management to the staff being managed under the program management stream of work.</li> </ul>	<ul style="list-style-type: none"> <li>• All matters raised or observed will be dealt with or escalated within reasonable timeframes.</li> </ul>



JTS Management	<ul style="list-style-type: none"> <li>Actively participate in the JTS Management Team contributing towards the shared goals of the unit, cooperating with other members of the team to ensure effective management and efficient resource usage.</li> </ul>	<ul style="list-style-type: none"> <li>Contribute to the tactical and strategic goals</li> <li>Ensure the delivery of agreed services and project deliverables, Provide reports to stakeholders and AGD as needed.</li> </ul>
Change Management	<ul style="list-style-type: none"> <li>Facilitate the coordination of justice agency projects in collaboration with agency program managers to identify change impacts and ensure adequate change management to ensure the continued operation of data integration and exchange services across the justice sector.</li> <li>Develop a project change management strategy to transition from the legacy JIS mainframe applicant and integration environment to the agreed future state environment.</li> </ul>	<ul style="list-style-type: none"> <li>Change Management is planned</li> <li>Acceptance of Change Plans by JTS Managers and Agency Project Managers</li> <li>Risks are managed appropriately</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>Build relationships with justice agency project managers and service providers and negotiating for successful outcomes.</li> <li>Represent JTS services on Agency projects developing new or legacy replacement.</li> <li>Work closely with existing JTS Teams including the Application and Integration Services team.</li> </ul>	<ul style="list-style-type: none"> <li>Active engagement with key agency and JTS personnel</li> <li>Appropriate consultation with stakeholders occurs</li> <li>Produce accurate records of meetings and decisions</li> </ul>
Drive Culture	<ul style="list-style-type: none"> <li>Role model constructive behaviours in line with AGD's leadership expectations of self-awareness, building trust, and building teams.</li> <li>Actively seek feedback and engage in critical self-reflection.</li> <li>Establish and maintain effective relationships with employees including being approachable, providing role clarity, guidance on work-related matters and managing conflict where necessary.</li> <li>Proactively build the capability of employees by supporting learning opportunities and providing regular feedback on performance.</li> <li>Proactively manage operational leadership requirements such as leave requests, timewise entries and conduct recruitment processes where necessary.</li> <li>Identify and undertake personal professional development in the area of leadership.</li> <li>Proactively safeguard the health and wellbeing of staff by ensuring safe work practices are undertaken by self and others in the workplace.</li> <li>Embrace and encourage diversity and cultural differences in the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>Feedback on performance from direct reports, peers and leaders is positive.</li> <li>Regular one on one meetings with direct reports are conducted.</li> <li>Performance issues, both technical and behavioural, are addressed in a timely and effective manner.</li> <li>Professional Development Plans for direct reports are completed in a timely fashion.</li> <li>Regular leadership development is undertaken.</li> <li>Proactive measures are undertaken to adhere to and prevent injuries.</li> <li>Work practices are safe and Work Health and Safety legislation, policies and procedures are implemented.</li> <li>Individual differences are encouraged and accommodated in the workplace.</li> </ul>



Compliance	<ul style="list-style-type: none"> <li>Responsible and accountable for adhering to the requirements of the WHS Act 2012; relevant WHS Regulations 2012; the Equal Opportunity Act 1984; the PS Act 2009; the Code of Ethics for Public Sector employees; the principles of diversity; and the Department's policies and procedures.</li> <li>Keep accurate and complete records of business activities in accordance with the State Records Act 1997.</li> </ul>	
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**Capabilities relevant to the role  
(Qualifications, Skills, Knowledge and Experience)**

<p><b>Technical Expertise (Essential)</b></p>	<ul style="list-style-type: none"> <li>Demonstrated experience in successfully delivering ICT projects or major projects using MSP Program Management, Prince2 Project Management or other well-recognised methodologies</li> <li>Broad experience in managing ICT projects of work from initiation through to successful completion, including experience in ICT procurement and contract negotiation.</li> <li>Experience in coordinating complex multiple-stakeholder (multi-agency) projects and successfully negotiating for mutually agreed outcomes.</li> <li>Experience in leading ICT transformation projects to achieve the replacement of legacy ICT systems with modern ICT solutions</li> <li>Experience in leading teams in the delivery of integration services to enable the robust, reliable and secure exchange of information in support of across-agency business processes.</li> <li>Significant experience in developing relationships, negotiation and facilitating processes that advance the delivery of effective, timely solutions in complex business environments.</li> <li>Excellent organisational skills and an ability to work flexibly and collaboratively by building and maintaining strong working relationships with internal teams and stakeholder organisations and steering committees.</li> <li>Proven experience in drafting and preparation of correspondence, briefing notes, project proposals and submissions, reports and minutes.</li> <li>Experience in overseeing and managing financial elements of projects including reporting and budget maintenance.</li> </ul>
<p><b>Technical Expertise (Desirable)</b></p>	<ul style="list-style-type: none"> <li>Knowledge or experience of the workings of criminal justice agencies, their role in the justice sector and their dependencies on broad criminal justice processes and information flows</li> <li>Experience and/or knowledge in multiple technology platforms, including mainframe (CA-IDMS), modern application environments (e.g., Java) and integration services platforms (e.g. Service Oriented Architecture, API Management etc)</li> </ul>



## Behavioural Capabilities and AGD People Expectations

The AGD Performance Matrix describes the behaviours expected of AGD employees across various levels in the Department. All employees are expected to behave in accordance with the AGD People Expectations of being self-aware, building trust and building teams. Descriptors below detail the behavioural capabilities required for performance in the **Senior Project Manager** KEY behaviours for this role are listed with the critical behaviours highlighted in **bold**. This broader group of behaviours are applicable to your ongoing success in the role.

	<b>Strategic Focus</b>	<b>Results Orientation</b>	<b>Service Delivery Excellence</b>	<b>Relationship Management</b>	<b>Professional Approach and Drive</b>
<b>Strategic</b>	Shapes Strategic Thinking and Change	Achieves Organisational Results	Drives Business Excellence	Forges Relationships and Engages Others	Exemplifies Personal Drive and Professionalism
<b>Tactical</b>	Promotes Strategic Thinking and Change	Achieves Team Results	Delivers Business Excellence	Establish Relationships and Engages Others	Models Personal Drive and Professionalism
<b>Operational</b>	Supports Strategic Direction	Achieves and Monitors Own Results	Supports Service Delivery Excellence	Fosters Working Relationships	Supports Personal Drive and Professionalism
<b>Foundational</b>	Understands the Strategic Direction	Achieves Individual Results	Contributes to Service Delivery Excellence	Maintains Working Relationships	Demonstrates Personal Drive and Professionalism

<b>Shapes Strategic Thinking and Change</b>	<ul style="list-style-type: none"> <li>Aligns strategies with the South Australian Government and Department's strategic plans.</li> <li>Continually reviews goals and plans to reflect changing priorities or conditions.</li> <li>Operates within a whole-of-government context and considers the broader political environment.</li> <li>Anticipates and plans for future events, trends, problems and opportunities.</li> <li>Anticipates risks and manages these by adopting a balanced approach to risk aversion and risk taking.</li> <li>Champions new initiatives and stimulates change.</li> <li>Drives innovation and creativity.</li> </ul>
<b>Achieves Departmental Result</b>	<ul style="list-style-type: none"> <li>Develops concepts and ideas into clear strategies.</li> <li>Creates a shared sense of purpose towards achieving goals.</li> <li>Holds self and others accountable for quality, timely and cost-effective results.</li> <li>Manages departmental performance and drives continuous improvement.</li> <li>Critically evaluates the problem in its entirety before identifying and implementing best possible solution.</li> <li>Utilises effective negotiation techniques to achieve mutually beneficial solutions.</li> <li>Makes informed and timely decisions during change/uncertainty.</li> <li>Makes complex decisions that require a high degree of judgement.</li> </ul>
<b>Drives Business Excellence</b>	<ul style="list-style-type: none"> <li>Evaluates capability and builds expertise of the workforce to achieve organisational goals.</li> <li>Sets clear performance standards that are linked to organisational outcomes.</li> <li>Develops the ability of others to effectively manage their own, individual and team performance.</li> <li>Provides clear, honest and timely feedback, including addressing non-performance promptly and recognising high performance.</li> <li>Promotes continuous learning and the development of others to achieve maximum individual and organisational potential.</li> <li>Promotes a strong focus on public value and considers impacts to the community.</li> <li>Creates a culture of financial responsibility, accountability and awareness.</li> <li>Astutely allocates resources for optimal short- and long-term outcomes for the department.</li> </ul>
<b>Forges Relationships and Engages Others</b>	<ul style="list-style-type: none"> <li>Effectively advocates for the agency and the public sector in public and government forums.</li> <li>Builds extensive effective working relationships, networks and partnerships.</li> <li>Adopts and promotes a collaborative approach when working with internal or external stakeholders.</li> <li>Seeks to understand others' perspectives, motives and agendas.</li> <li>Models and promotes sharing of information and knowledge.</li> <li>Adapts approach and communication style to suit the situation and audience.</li> <li>Actively listens and communicates in a clear, concise and diplomatic manner.</li> <li>Constructively manages and resolves conflict within and across areas.</li> </ul>
<b>Exemplifies Personal Drive and Professionalism</b>	<ul style="list-style-type: none"> <li>Models and builds a culture of respect and high ethical standards.</li> <li>Models professionalism and respects confidentiality.</li> <li>Encourages diversity and uses this to enhance the objectives of the organisation.</li> <li>Demonstrates an active commitment to ongoing development.</li> <li>Actively seeks feedback and engages in critical self-reflection.</li> <li>Demonstrates flexibility and adaptability.</li> <li>Remains positive in the face of adversity and recovers quickly from setbacks.</li> <li>Upholds and promotes a high standard of wellbeing for self and others.</li> </ul>

