

Position Description

Position	Title:	No.:	Reports to:	Title:	No.:
	IS Project Manager	HSF136		Senior Programme Manager and Team Lead	HSF135
Business Unit:	Information Services		Division:	Corporate Services	

Organisational Overview:

At HomeStart we believe that affordable home ownership is essential to the health, well-being and ongoing sustainability of our communities. HomeStart's role, within the framework of government policy, is to provide leadership and innovation in the housing finance sector by enabling more South Australians to fulfil their home ownership dreams. We do this through the provision of innovative housing finance solutions. More importantly, we do this through our core strength – our people.

Our Values:

Achievement	Simplicity	Integrity
We are focussed on creating positive outcomes for each other	We are focussed on simplifying the way we do business	We are honest and genuine with each other

Position Purpose:

This position is responsible for driving assigned projects to a successful outcome. Success is considered to be completion resulting in smooth, accepted business operation as originally intended or better, within the time frame agreed and using no more than the agreed resources. The Project Manager will raise confidence in both their projects and the overall portfolio of organisational change. During project execution the Project Manager will take all opportunities to grow IS, organisational and individual capability within the organisation.

Positions reporting to this position:

- None

Other significant working relationships:

Internal: Executive, IS Team, All business stakeholders, Business Process Owner
 External: IS Service Providers, Vendors, Software Consultants

Primary outcomes and accountabilities	
Key results areas	Performance measures
Strategy, Planning, Governance	<ul style="list-style-type: none"> • Champion, promote and deliver assigned projects. • Work collaboratively with the IS team to maximise resource usage and minimise delivery time to deliver projects. • Grow project capability and acceptance of change in all organisational stakeholders. • Deliver project outcomes successfully into business operation within agreed parameters. • Monitor, regularly communicate and report progress, finances, resourcing, issues, risks and other critical elements of projects being managed. • Undertake the collection of key information, sizing and estimation of possible projects as directed. • Strong focus on business unit engagement and support.
People Management	<ul style="list-style-type: none"> • Create productive relationships with all project stakeholders. • Ensure the intended audience for project deliverables remain engaged and enthused. • Effectively manage, coach and develop members of project teams. • Provide constructive feedback to project team members at regular intervals to resolve any issues and ensure achievement of objectives is on track.
Financial Management	<ul style="list-style-type: none"> • Contribute to the development of project budgets and provide regular project performance reports. • Monitor all relevant project costs to ensure proper budgetary controls are exercised and budget variances are proactively managed and accounted for.
Stakeholder Relations	<ul style="list-style-type: none"> • Create and maintain conditions for effective relations with all internal stakeholders, relevant external organizations, customers and vendors where appropriate.
Corporate Responsibilities	<ul style="list-style-type: none"> • Ensure the appropriate application and recording of risks according to HomeStart's Risk Management Policies and Procedures. • Ensure compliance to HomeStart's financial Policies and Procedures. • Ensure that all legal responsibilities attached to this role as noted in the Compliance Register are discharged, are properly recorded in the Risk Management System (RMS) and any breaches of these requirements are recoded as incidents in the RMS. • Maintain a commitment to EEO, Diversity, Ethical Conduct and the legislative requirements of the WHS Act 2012. • Model ethical behaviour and practices consistent with the SA Government Code of Ethics for Public Sector Employees. • Understand and follow workplace safety initiatives and procedures, identify hazards and contribute to a safe working environment.

Behavioural profile

Achievement	<i>Takes personal accountability and demonstrates initiative, determination and drive to achieve high quality results and innovative solutions that make a difference to our people and customers.</i>
Self-Actualising	<i>Seeks opportunities to develop and grow. Shows an awareness of and belief in own abilities. Brings energy and creativity to positively impact and influence others.</i>
Humanistic-Encouraging	<i>Inspires, encourages, challenges and supports others to improve and grow by genuinely listening and providing constructive and timely feedback.</i>
Affiliative	<i>Acts in ways which promote and support HomeStart as one organisation with a common purpose and set of values. Is prepared to set aside own agenda in the interests of HomeStart as a whole as well as supporting and encouraging co-operation within and across teams.</i>

Skills Framework for the Information Age (SFIA) Version 6

Skill	Description	Level Description
Project Management - PRMG	The management of projects, typically (but not exclusively) involving the development and implementation of business processes to meet identified business needs, acquiring and utilising the necessary resources and skills, within agreed parameters of cost, timescales, and quality.	<p>Level 6</p> <p>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). Selects methods and tools, using iterative techniques where appropriate, ensuring that effective project control, change control, risk management and testing processes are maintained. Monitors and controls resources, revenue and capital costs against the project budget and manages expectations of all project stakeholders.</p>
Portfolio, programme and project support - PROF	The provision of support and guidance on portfolio, programme and project management processes, procedures, tools and techniques. Support includes definition of portfolios, programmes, and projects; advice on the development, production and maintenance of business cases; time, resource, cost and exception plans, and the use of related software tools. Tracking and reporting of programme/project progress and performance are also covered, as is the capability to facilitate all aspects of	<p>Level 5</p> <p>Takes responsibility for the provision of portfolio, programme and project support. Advises on the available standards, procedures, methods, tools and techniques. Evaluates project and/or programme performance and recommends changes where necessary. Contributes to reviews and audits of project and programme management to ensure conformance to standards.</p>

	portfolio/ programme/ project meetings, workshops and documentation.	
Change implementation planning and management - CIPM	The definition and management of the process for deploying and integrating new digital capabilities into the business in a way that is sensitive to and fully compatible with business operations.	<p>Level 5</p> <p>Creates the business readiness plan, taking into consideration IT deployment, data migration, capability deployment (training and engagement activities) and any business activities required to integrate new digital processes or jobs into the "business as usual" environment. Determines the readiness levels of business users with regard to upcoming changes; uncovers readiness gaps and creates and implements action plans to close the gaps prior to going live. Assists the user community in the provision of transition support and change planning, and liaises with the project team. Monitors and reports progress on business readiness targets, business engagement activity, training design and deployment activities, key operational metrics and return to productivity measures. Defines the series and sequence of activities to bring stakeholders to the required level of commitment, prior to going live.</p>

SFIA Level of Responsibility (Level 5 – Ensure, Advise)

Skill	Description
Autonomy	Works under broad direction. Work is often self-initiated. Is fully responsible for meeting allocated technical and/or project/supervisory objectives. Establishes milestones and has a significant role in the assignment of tasks and/or responsibilities.
Influence	Influences organisation, customers, suppliers, partners and peers on the contribution of own specialism. Builds appropriate and effective business relationships. Makes decisions which impact the success of assigned work, i.e. results, deadlines and budget. Has significant influence over the allocation and management of resources appropriate to given assignments.
Complexity	Performs an extensive range and variety of complex technical and/or professional work activities. Undertakes work which requires the application of fundamental principles in a wide and often unpredictable range of contexts. Understands the relationship between own specialism and wider customer/organisational

	requirements.
Business skills	<p>Advises on the available standards, methods, tools and applications relevant to own specialism and can make appropriate choices from alternatives. Analyses, designs, plans, executes and evaluates work to time, cost and quality targets. Assesses and evaluates risk. Communicates effectively, both formally and informally. Demonstrates leadership. Facilitates collaboration between stakeholders who have diverse objectives. Takes all requirements into account when making proposals. Takes initiative to keep skills up to date. Mentors colleagues. Maintains an awareness of developments in the industry. Analyses requirements and advises on scope and options for continuous operational improvement. Demonstrates creativity, innovation and ethical thinking in applying solutions for the benefit of the customer/stakeholder.</p>

Other Requirements

Essential criteria

- At least 5+ years of experience in project management
- Experience with complex programmes of work
- Demonstrable experience in the organisation wide use of Agile and waterfall approaches for at least 3+ years
- Experience in a similar role in another organisation with a medium to high level of IS maturity.
- At least a Bachelor level qualification in computer science or IS (or equivalent experience) together with a track record of successful project delivery.
- Extensive experience with and knowledge of, the theories, principles and practices of project delivery.
- Demonstrated experience in the successful delivery of projects into business operation.
- Proven ability to analyse and resolve complex problems, recommending effective solutions.
- Ability to manage the competing demands of multiple projects.

Desirable criteria

- Australian Institute of Project Management – Certified Practicing Project Manager (CPPM) or Project Management Professional (PMP) Certification
- ITIL Foundation Certificate

Special conditions

- Required to provide a satisfactorily National Criminal History Record Check (Police Check), where applicable.
- May be required to act in higher level positions, or assume additional accountability, as and when required.
- Flexibility in working across business units as required.
- May be required to work reasonable overtime with notice.
- Some out of hours, weekend work and intrastate/interstate travel may be required.

Acknowledgements

Signature

Name of employee

Date: ____ / ____ / ____

Signature

Name of leader

Date: ____ / ____ / ____