

Position Description

ICT Projects Manager (applications)

Agreement:	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Admin)
Classification:	Grade 5
Directorate:	Infrastructure and Medical Services
Reports to:	General Manager, Infrastructure and Medical Services
Direct Reports:	ICT Projects Administration Officer

Our vision is ensuring the health and wellbeing of our community.

Persistence	Integrity	Compassion	Respect	Responsiveness
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Role Description

The ICT Projects Manager (applications) is a newly-created role to support the continued progress of ICT projects critical to the success of the recent merger. The integration of our services, systems and ICT is a priority over the term of this role.

This is a hands on project management role, providing a great variety of work and challenges. It will be a critical resource and will assist in allowing ICT projects, other integration tasks and business as usual functions to continue. You will be involved in projects to ensure they stay on scope, budget and time.

Reporting to the GM Infrastructure and Medical Services and depending on the project, you will be responsible for the detailed planning of simultaneous projects identifying dependencies and risks. You will work closely and collaboratively with senior staff across DPV Health. Projects may have differing levels of autonomy and you will have the interpersonal skills to constructively manage these situations.

Roles Key Accountabilities

Project Management

- Implement a robust but uncomplicated approach for project management identifying dependencies, opportunities timeframes, risks and resource requirements
- Lead and manage simultaneous projects
- Liaise with senior staff across DPV Health on specific ICT projects.
- Assist in development of training resources for the successful completion of ICT projects
- Effective communication across multiple channels
- Coordinate effective project teams ensuring appropriate representation from across DPV Health
- To meet, and strive to exceed, personal and workgroup targets for Key Performance Indicators as set from time to time by DPV Health.

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Effective: Jan-2019	Review Due: Jan -2020	Version No V1

Committee participation

- Ensure appropriate and timely reports for ICT project teams
- Maintain regular and appropriate contact with ICT project members
- Coordinate and lead efficient and effective project meetings

Administration

- Preparation, word processing and formatting of project reports
- Preparation of high level reports for management committees
- Follow through action items
- Document management
- Data collection, entry, collation and reporting as required
- Other duties as directed.

Organisational

- To abide by and actively support DPV Health's OH&S policies to ensure the safety and wellbeing of the employee, clients, colleagues, contractors and visitors.
- To ensure that the confidentiality of DPV Health clients is respected and upheld at all times.
- To actively support the Vision, and Values contained in the DPV Health Strategic Plan.
- To abide by the Policies & Procedures of DPV Health (which may be amended from time to time).

Health and Safety

- Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards and injuries.
- Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training.
- Act as a role model by demonstrating safe work behaviours and conducting work in accordance with our safety management system.

Risk Management and Compliance – Quality and Accreditation

- Ensure documentation supports both quality and department standards.
- Actively identify, monitor and manage areas of key risk and lead appropriate escalation and response.
- Identify risks as they emerge and proactively address new and known risks.

Other duties as directed.

This position description contains the key tasks and associated performance indicators for this position. The list of key tasks is not intended to be complete. Other tasks will be assigned from time to time to meet the needs of the organisation. Specific actions and objectives of this role will be outlined through the goal setting and review process.

DPV Health Requirements

- Current Victorian Drivers Licence
- Disability Worker Exclusion Check
- Travel between sites is required
- Valid Working With Children Check
- Satisfactory Policy Check

Authority

The occupant of this position has authority as per the delegation manual.

Key Selection Criteria

Qualifications

- Qualifications in Project Management, Business or ICT desirable.

Experience & Skills

- Well established and successful project management methodology
- Successful delivery of a number of simultaneous ICT projects
- Demonstrated ability to provide cohesive and high quality and accurate reports
- Possess effective interpersonal and communication skills, both verbal and written
- Ability to relate extremely well to staff and clients,
- Ability to clearly articulate your analyses and proposals
- Ability to plan and organise workload to meet deadlines and see tasks through to completion
- Relevant experience that demonstrates the Core Competencies, Attributes and Capabilities.