



Reference number: N.N 10403717	Date Approved: 1 July 2008
Title: ICT Projects Manager	Closing date: 28 July 2008
Designation:	Executive Level 1
Branch:	Corporate Services Branch
Team:	Information Management and Technology Team
Location:	Department of Climate Change, 2 Constitution Avenue
Immediate supervisor:	Executive Level 2
Security classification:	Protected

Corporate Services Branch

The role of Corporate Services Branch is to support the department through the provision of a wide range of high quality strategic corporate services.

- **Accommodation and Facilities** — responsible for the provision of accommodation, security, fleet and office services;
- **Finance and Budgets** — responsible for budgeting, financial accounting and reporting, and involvement in Commonwealth budget processes;
- **Human Services** — responsible for workplace relations, performance management, learning and development, recruitment, personnel and OH&S issues;
- **Legal, Procurement and Governance** — responsible for legal advice, procurement and contract management, internal audit, fraud control, risk management and governance;
- **Client Service** — responsible for providing corporate support to divisions.
- **Information Management and Technology** — responsible for computers, printers, networks, voice communications and information management services including record keeping and archiving.

Duties

Information Management and Technology Team (IMAT)

The IMAT Team is responsible for information management, ICT hardware, software, infrastructure, and voice communications. The team is led by the Director (Executive Level 2).

The ICT Projects and Governance Manager is required to work as part of the IMAT Team in Corporate Branch and is responsible for managing ICT projects and ensuring appropriate ICT Governance is in place and applied. The ICT Projects and Governance will also work to support the objectives of the Department's ICT Strategic plan, and assist other areas of the IMAT Team as requested by the Director, IMAT or the Chief Financial Officer.

Duties

Operating under direction from the Director, IMAT (Executive Level 2), the role will involve the following:

- As a member of the IMAT team, manage ICT initiatives and projects set out in the Department's ICT Strategic Plan, or as required by the Director, IMAT.
- Help establish and maintain an ICT governance framework, including support processes and documentation.
- Act as a client liaison for all ICT project management and governance matters and manage relationships with clients, stakeholders, and service providers.
- Undertake or oversee change management initiatives for those ICT projects that are likely to affect substantial change upon the Department.
- Provision of induction and familiarisation training to staff regarding ICT processes and projects being undertaken in the department.
- Provide assistance and support to clients and colleagues with ICT project management.

Security Assessment

Security level required is Protected.

Selection Criteria

The successful applicant should demonstrate to the required level the following:

1. Demonstrated recent experience applying recognised project management methodologies such as PRINCE 2 or PMBOK to ICT projects;
2. Sound knowledge of the structures, processes and supporting documentation applicable to ICT Governance within a government organisation;
3. Knowledge of government procurement practices and the Commonwealth Procurement Guidelines;
4. Excellent organisational skills and the ability to successfully meet deadlines;
5. A commitment to client service, interpersonal skills of a high order including strong oral and written communication, negotiation, liaison skills.
6. The ability to perform in a formative team environment with the ability to operate both collaboratively and with a degree of autonomy;
7. Industry recognised or tertiary project management qualifications.

Please note that applications will not normally be acknowledged on receipt. Only short listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short listed, we extend our thanks for considering DCC as a potential employer.

Applications should be e-mailed to recruitment@climatechange.gov.au or posted to The Recruitment Officer, Corporate Services Branch, Department of Climate Change, GPO Box 854, ACT 2601. The closing date for applications is: 28 July 2008.