



**PARLIAMENT OF NEW SOUTH WALES**

**POSITION DESCRIPTION**

**POSITION NUMBER** 5000 \_\_\_\_\_

**POSITION TITLE** Project Manager

**CLASSIFICATION & GRADE** Clerk Grade 9/10

**DEPARTMENT/BRANCH/SECTION** Department of Parliamentary Services  
Information Services Branch

**NAME OF POSITION HOLDER**

**SIGNATURE OF POSITION HOLDER**

**POSITION TITLE OF SUPERVISOR** Senior Manager, IT Services

**SIGNATURE OF SUPERVISOR**

**POSITION ANALYST** C Brown **DATE:** 26 September 2018

**SIGNATURE**  
**CHIEF EXECUTIVE, PARLIAMENTARY SERVICES**

**DATE POSITION DOCUMENT IS APPROVED** 27/9/2018

**PURPOSE OF POSITION**

The Project Manager is responsible for managing the delivery of information technology (IT) projects and related activities under the direction of the Senior Manager, IT Services and/or the CIO (Chief Information Officer / Director Information Services).

The position holder manages the risk, quality and progress of IT projects, and ensures they are completed on time, on budget, to quality standards, and within agreed scope, in collaboration with stakeholders, internal staff and external suppliers.

**REPORTING STRUCTURE****Supervisor**

Senior Manager, IT Services

**Reporting to this position**

The position holder will be required to supervise various contract and internal project staff from time to time, as project requirements dictate.

**KEY RESULT AREAS /KEY ACCOUNTABILITIES****1. Project Management**

Working collaboratively with departmental staff and external suppliers:

- Manage delivery of one or more projects within agreed timeframes, budget and quality standards, including developing and monitoring project plans and identifying and coordinating resources.
- Follow the principles, procedures and reporting requirements of the Department of Parliamentary Services (DPS) project management methodology for major projects, and as agreed with management for other projects.
- Ensure that appropriate consultation is undertaken with affected clients.
- Identify and assess risks, and develop options for handling risks throughout the lifecycle of a project.
- Undertake research and analysis to support the development of project business cases and plans.
- Ensure project outcomes meet agreed criteria, benefits and user requirements by preparing effective project scoping and by monitoring the quality of work by staff and service providers
- Induct incoming contract project managers in the requirements of the DPS project management methodology and provide guidance to internal staff who are asked to manage projects as required.

**2. Relationship management** – Develop and maintain effective relationships with key stakeholders to support the delivery of projects, influencing, negotiating and providing advice in consultation with the CIO and the Senior Manager, IT Services. Liaise with members, members' staff and parliamentary staff in relation to the deployment and use of systems, and resolve problems as they arise. Liaise with external contractors as required.

**3. Reporting** – Prepare a range of strategic and operational documents in accordance with the DPS project management methodology, including project planning documentation, memos, communication plans, briefing papers, discussion papers, reports and responses to information

requests. Provide timely advice and communication to relevant stakeholders regarding project status and implementation issues.

- 4. Work Health & Safety** – Ensure that the work area is safe and without risk to the health of employees, members, contractors and members of the public.

## KEY CONTEXT

### Organisational environment

Administratively, the Parliament comprises three main Departments: the Department of Parliamentary Services, Department of the Legislative Council, and the Department of the Legislative Assembly. The Chief Executive is the head of the Department of Parliamentary Services, and the Clerk of the Legislative Council and Clerk of the Legislative Assembly are the Department Heads of their respective House Departments. These Departments are responsible for providing procedural advice and support when the Parliament is sitting; undertaking protocol functions, providing administrative and research services to Committees.

The Department of Parliamentary Services (DPS) comprises the following branches: Financial Services, Facilities, Information Services, Parliamentary Catering and People & Engagement.

### Nature and Scope of Position

The Parliament submits business cases for and, subject to NSW Treasury, receives funding for major projects, typically over multiple financial years. Additional smaller projects are funded each year from the Parliament's minor capital works program or from recurrent budgets as needs arise.

### Key Contacts

Key contacts within the Parliament include the DPS Project Management Office; project boards; ICT Steering Committee; CIO (Director Information Services Branch); Senior Manager IT Services; other directors, House department managers and their staff; as well as members' staff.

The position holder will manage relationships with vendors professionally and with probity, maximising their value for money and effectiveness, and minimising costs.

### Challenges

The Project Manager will be required to meet project deadlines and budgets in line with agreed project plans and to the requirements of project boards and stakeholders. A major challenge will be to anticipate any potential consequences of changes, and provide timely and practical solutions, especially where a project will involve significant change for members and their staff. Ongoing and effective consultation and communication will be required with relevant stakeholders.

## KNOWLEDGE, SKILLS AND EXPERIENCE

1. High level project management, analytical and time management skills and the ability to coordinate, plan and prioritise activities to ensure that agreed standards, milestones and budgets are met.
2. Knowledge of and experience using a project management methodology, preferably including a recognised qualification in PRINCE2 or similar.

3. Demonstrated high level written skills to prepare progress reports, project plans, communications plans and memoranda.
4. Excellent communication, interpersonal and negotiation skills to manage relationships with internal and external stakeholders and work constructively in a team environment.
5. Sound knowledge of information management principles, with the ability to apply Departmental policies and procedures.
6. Excellent computer skills, including word processing, spreadsheet and communications packages.
7. Tertiary qualifications in a relevant discipline, or equivalent skills, knowledge and work experience.