

POSITION DESCRIPTION

Position Title:	Information Technology Project Officer
Position Number/s:	ORG-L06
Employment Type:	Full Time, Limited Tenure for up to eighteen (18) months
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement 2023
Award:	Queensland Local Government Industry (Stream A) Award – State 2017
Classification:	Level 7
Directorate:	Organisational Services

POSITION OBJECTIVE

This position will be responsible for guiding the project life cycle for ICT projects from inception to close out. The IT Project Officer will be the key point of contact for driving allocated projects forward, stakeholder engagement and consultation, and ensuring that projects stay within budget and time allocations. The IT Project Officer will also be a key technical ICT resource, providing expert advice and 'hands on' assistance.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Chief Information Officer
Directly supervises:	Nil

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

KEY RESPONSIBILITIES

1. Analyse and consolidate information to develop requirements to support the achievement of business objectives.
2. Prioritise initiatives based on business needs and requirements.
3. Ensure projects are delivered in accordance with sound project management methodology and Council's Project Management Policy including governance management, risk management, issue management, stakeholder communications and reporting.
4. Provide high-level technical ICT expertise, knowledge, and support to plan, configure, install and deliver projects.
5. Progress the maturity of Council through the Essential Eight mitigation strategies, and successfully complete internal auditing recommendations.
6. Develop user maps, process maps and document detailed requirements to support the design and implementation of technology platforms.
7. Lead ongoing reviews of business processes and developing optimisation strategies.
8. Effectively communicate insights and plans to cross-functional team members and management.
9. Work with appropriate areas across the organisation and external stakeholders to provide seamless project coordination.
10. Provide reports to the Chief Information Officer as required for submission to various committees, leadership teams, and Council or as requested.

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11. Provide plain language advice on technical issues to non-technical stakeholders.
12. Contribute to project development in all phases including project initiation, design, delivery, implementation and project close.
13. Provide technical ICT and project management mentoring and assistance to team members.
14. Responsible for making and keeping records in accordance with legislation, information standards, and other relevant guidelines and procedures, and ensuring records are captured in the authorised record keeping system.
15. Prepare and/or provide input into the development of the Technology budget. Monitor and advise Chief Information Officer on progress against budgetary expenditure in areas of financial responsibility.
16. Comply with Council's Workplace Health & Safety (WHS) Management System including WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the *Work Health and Safety Act 2011*. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure.
17. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

POSITION REQUIREMENTS

| Knowledge, skills, and abilities |

Essential:

- Demonstrated, significant, relevant experience delivering multiple projects from inception to completion.
- Plan, execute and complete programmes and projects relating to areas of accountability, within set timeframes.
- Demonstrated experience in providing strong, decisive leadership and project management expertise with understanding of project management methodologies.
- Proven ability to analyse complex data and information to understand business impacts and develop mitigations
- Experience (or ability to develop capability) in implementing successful change and continuous improvement within a significant service delivery area pursuing innovation and excellence in service delivery.
- Operational knowledge and technical expertise in delivering ICT solutions.
- Experience in stakeholder engagement to ensure needs are clearly defined and met, and all impacted parties are informed.
- Competence in the effective management of human, financial, physical, and other resources to achieve Council's business objectives and to meet the needs of the community.
- Proven experience in Microsoft operating environments.
- Experience creating detailed reports, collating data and providing outcomes via innovative presentations.
- Exceptional analytical and conceptual thinking skills.

Desirable:

- Experience in implementing Essential Eight mitigation strategies.
- Experience in the use of FortiNet equipment.

| Education/Qualifications |

Essential:

Tertiary qualifications in an information technology, business, or demonstrably related to the field.

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| Licences |

Essential:

- Possession and maintenance of a current Queensland 'C' Class drivers' licence

PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

This position requires the incumbent to undertake periodic field work in environments subject to inclement weather conditions.

This position requires sufficient physical ability to work in a shared office setting, which involved prolonged periods of sitting and/or standing at a desk and operating a computer and telephone. This position is required to carry out light to moderate manual handling, bending, kneeling, twisting, squatting, lifting and carrying.

Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Councils P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

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POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

**Executive
Manager:** _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____