

Position details

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| Title of Position: | Senior IT Project Manager |
| Reports to (position title): | Manager Technology Programs |
| Division: | Finance and Technology |
| Function: | Technology |
| Number of Direct Reports: | Nil |
| Grade: | 8 |

Health, Safety & Wellbeing

ElectraNet is committed to co-creating a workplace of choice and enriching the communities in which we operate.

As an industry leader, ElectraNet is at the forefront of the clean energy transition. We are socially and environmentally ambitious, and our continued commitment to developing, operating and maintaining our network in a way that creates opportunities for people and nature to thrive is essential to achieving our vision of energising South Australia's Clean Energy future.

Our commitment also drives our focus to create a physical and psychosocial environment that supports the health, safety and wellbeing of our people.

We all contribute to ElectraNet's workplace culture and have a duty of care to ourselves and one another to work safely, assess and manage risk, courageously speak up and promptly report any unsafe working practices, hazardous working conditions or security threats and to collectively learn and grow from every opportunity.

Position Overview

The Senior IT Project Manager (PM) is responsible for the delivery of technology projects and reports to the Manager Technology Programs.

The Senior IT Project Manager plans, executes and delivers all projects on time, in budget and within scope in accordance with business priorities. Projects include IT Business Systems, IT Infrastructure, and Operational Technologies/Applications. Throughout the lifecycle of each project, the PM tracks project status and manages project teams whilst mitigating issues and risks.

Success in this role is characterised by excellent project delivery and stakeholder engagement, where the success of the project is measured by the achievement of the business case objectives.

Key Responsibilities**Operational & Technical**

- Manage the delivery of projects to the agreed timeline and within the agreed budget.
- Contribute to the continuous development of the project delivery processes and execution tools used by technology project managers.
- Ensure projects are delivered to established project standards, utilising the Project Management methodology developed by the organisation.
- Undertake project planning activities and produce project schedules and the Project Delivery Plan.
- Plan project activities ensuring business resources are utilised efficiently and effectively.

- Develop and manage project scope to ensure the deliverables are agreed as part of project planning and any variations are managed through appropriate process throughout the project.
- Work with the project team to identify the most effective approach to deliver the required outcomes and document methods/processes in project delivery plan.
- Work with the project team to ensure project outcomes are delivered to the agreed quality by providing input into RFT, outage plan, implementation plan, documentation control, quality control, risk management, environmental management, safety management, close out and lessons learned.
- Manage and monitor project risks and issues to minimise impact to delivery.
- Ensure stakeholders are appropriately engaged and informed throughout the project lifecycle.
- Manage vendor engagements and ensure delivery according to the agreements in place.
- Oversee the Change Management activities for the project, including leading a Change Manager on larger projects.
- Oversee the Test Management activities for the project, including leading Testers or a Test Manager on larger projects.
- Managing the timely provision of technical solution documentation and as-built documents, test records, and data systems.
- Manage defects post implementation as part of the project warranty period.
- Foster technical innovation, acquisition of expertise and supporting a continuous improvement culture.
- Improve guidelines, processes and systems to lead the way of best practice.
- Undertake other duties, commensurate with skills and classification level, as required.

Behavioural

- Build and maintain strong working relationships with and between internal and external stakeholders, delivering a high level of customer service.
- Create and develop a respectful workplace environment that values cultural diversity, innovation, open discussion and cross functional collaboration to help drive high performance.
- Lead by example; role model desired behaviour and priorities, demonstrate personal accountability for self-development and for achieving quality and timely result.
- Demonstrate behaviour that is consistent with ElectraNet's values, Code of Conduct and Acceptable Use of Technology Resources Policy while performing the role in a professional and ethical manner.
- Promote safe work practises that support the safety of all workers and the security of ElectraNet's assets, proactively reporting safety incidents, near misses and security threats.

Significant Working Relationships

- Project teams, project sponsors (including Executive Sponsors), business working groups, project governance authorities and program steering committees
- Technology Leadership Team
- Various organisational divisions, as required per project

Equipment & Technology Used

- Microsoft Project
- Microsoft Dynamics – Project Service Automation
- Ms Office 365

Selection Criteria

Knowledge & Experience

Essential

- Minimum 10+ years experience in Project Management related roles.
- Demonstrated ability and skills to manage and deliver projects to agreed quality standards, within budget and schedule constraints preferably in a field related to electricity infrastructure systems and applications (as a guide approximately 6+ years).
- Demonstrated ability to apply sound project management methodology to manage own work schedule / projects.
- Knowledge of all aspects of the discipline obtained through experience, networking, research and other means of professional development.
- Understanding of software development lifecycles (i.e. Agile, SCRUM, Waterfall, Iterative)
- Project management knowledge and techniques.
- Knowledge and understanding of the application of Project Management Body Of Knowledge (PMBOK) to projects.
- Excellent written and verbal communication skills.
- Excellent facilitation, collaboration, negotiation and presentation skills.
- Ability to anticipate risks and devise solutions in the moment.
- Comfort with ambiguity, frequent change or unpredictability.
- Demonstrated experience and a record of achievement in project management with a proven track record in delivering successful outcomes in a large and complex environment.
- Demonstrated experience in Information and Communications Technology (ICT) implementations involving diverse end user groups.
- Demonstrated experience leading and developing capability of a team, coaching and advising managers, whilst always fostering a performance based and customer focused work culture.
- Superior interpersonal, influencing and negotiation skills with demonstrated experience engaging and influencing key stakeholders, in both strategic and operational requirements to influence business outcomes.
- Flexible approach to working hours and after-hours commitments.

Desirable

- Electricity Industry background an advantage.

Qualifications

- Project Management Certification from the Project Management Institute (PMI) or the Australian Institute of Project Management (AIPM) – Certified Practicing Project Manager (CPPM) or PRINCE2.

Background Checks

- Pre-employment checks, including background and security checks (such as global criminal checks) are required for this position, completed prior to commencement and repeated on a regular basis after appointment.

NOTE: Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.

