

1 Project Manager ICT shared services

Description

Our office is in the process of transitioning ICT services from an internal arrangement to a shared services arrangement with another government department. We require an experienced, dedicated Project Manager with a proven track record of delivering successful ICT projects and initiatives, and experience working in the public sector, who can facilitate this transition. Additionally, this role will provide technical and managerial support to the in-house IT team, which currently comprises four full time staff.

Responsibilities

Manager – EL1 equivalent.

- Develop and implement a comprehensive ICT strategy that aligns with the agency's overall business goals and objectives.
- Oversee and manage the transition of ICT services to Department of Parliamentary Services (DPS), ensuring value for money for the office, continuity of services, and implementation of a fit for purpose solution
- Provide strong and considered advice to OOSGG stakeholders
- Collaborate with business leaders across the agency to understand their technology needs and requirements, and ensure these needs are met in the delivery of the transition work
- Build and maintain strong relationships within and between OOSGG and DPS, and negotiate and manage contracts and agreements as needed
- Communicate effectively with technical and non-technical staff, including through the provision of guidance on matters relating to technology more broadly
- Ensure the security and reliability of the agency's IT systems and data, and implement strategies to mitigate risks and protect sensitive information.
- Oversee the day-to-day operations of the ICT Operations team, including the management of staff, budgets, and resources.

Qualifications

Must be able to obtain Negative Vetting Level 1

Experience

Essential criteria

1. Financial management: Level 4 (SFIA)

Monitors and maintains financial records to agreed requirements for compliance and audit. Assists with identifying and calculating process, service, project and component costs for financial planning and budgeting. Collates required financial data and reports for analysis and to facilitate decision-making.

2. Project management: Level 5 (SFIA)

Takes full responsibility for the definition, approach, facilitation and satisfactory completion of medium-scale projects. Provides effective leadership to the project team. Adopts appropriate project management methods and tools. Manages the change control process and assesses and manages risks. Ensures that realistic project plans are maintained and delivers regular and accurate communication to stakeholders. Ensures project and product quality reviews occur on schedule and according to procedure. Ensures that project deliverables are completed within

Hiring organization

Official Secretary to the Governor-General

Employment Type

Contractor

Working Hours

7.5 hours per day

Beginning of employment

29 September 2025

Duration of employment

To 30 June 2026 with possible extensions

Job Location

Canberra, ACT

Valid through

21.09.2025

agreed cost, timescale and resource budgets, and are formally accepted, by appropriate stakeholders. Monitors costs, times, quality and resources used and takes action where performance deviates from agreed tolerances.

3. Stakeholder relationship management: Level 5 (SFIA)

Identifies the communications and relationship needs of stakeholder groups. Translates communications/stakeholder engagement strategies into specific activities and deliverables. Facilitates open communication and discussion between stakeholders. Acts as a single point of contact by developing, maintaining and working to stakeholder engagement strategies and plans. Provides informed feedback to assess and promote understanding. Facilitates business decision-making processes. Captures and disseminates technical and business information.