

## Manager Digital Experience Project Manager

### Reference ID

LH-03655

### Description

The Digital Experience project aims to enhance the digital experience of users interacting with National Archives by uplifting external and internal platforms.

The National Archives is seeking an EL1 Project Manager to join the Project Delivery Team to support the planning and delivery of this strategic initiative.

The Digital Experience Project is a transformative initiative at the National Archives, focused on enhancing how users, both internal and external, interact with our digital platforms and services. Central to our mission of modernising access to Australia's historical records, this project aims to deliver a more intuitive, efficient, and engaging experience for all users. It involves the development of a comprehensive service for searching and discovering the collection, supported by a centralised content management system that enables omnichannel publishing with personalised user experiences. A secure environment will allow external users to access services with ease. The project also introduces a unified payment system to streamline financial transactions, including donations, and memberships. Internally, it will consolidate and simplify systems and processes to improve operational efficiency and service delivery. The outcome will be a modern, user-friendly digital environment that supports streamlined services, robust search capabilities, and a consistent, high-quality digital experience.

### Responsibilities

Our ideal candidates will have proven experience in project management, demonstrate interpersonal skills to foster and promote National Archives values, a highly developed written and oral communication skills, mentoring support to junior staff, ability to negotiate and problem solve.

Under broad direction, the main duties of the role are to:

- Implement and lead project management practices to support iterative/agile working.
- Conceiving, maintaining and communicating a vision of the project's outcomes and associated benefits
- Provide strategic advice to senior management and stakeholders as well as leading and assuming accountability for projects that have strategic or operational significance
- Building and maintaining strong collaborative relationships with a broad range of stakeholders including partnering on design and requirements gathering
- Leading project delivery, including but not limited to:
  - Agreeing business requirements, and translation of requirements into project plans
  - Monitoring and reviewing project scope, costs, budgets, schedule and expected benefits
  - Scheduling project resources, inter-dependencies and project risk
  - Undertaking procurement, contract and vendor management responsibilities
  - Supporting a framework for implementing business initiatives, or

### Hiring organization

National Archives of Australia

### Working Hours

40 hours per week

### Base Salary

\$ 132 - \$ 160

### Employment Type

Contractor

### Beginning of employment

14 July 2025

### Duration of employment

Initial contract of 12 months with possible two extensions of 12 months each.

### Job Location

Remote work possible

### Valid through

22.06.2025

- change
    - Ensure compliance with quality standards and best practices in project management and governance
- Building and maintaining strong collaborative relationships with a broad range of stakeholders including partnering on design and requirements gathering
- Apply the principles of APS Values, Code of Conduct, workplace diversity principles, work health and safety and participative management within a work and team environment.
- Promote and apply the National Archives' Vision, Mission and Commitments as expressed in [Strategy 2025-2030: Evolving National Archives](#) and [Our Values](#).

## Qualifications

You must be a citizen of Australia, preferable with Baseline Security Clearance.

## Contacts

Please provide the following documents to PRIYA@TECHIEBAZAAR.COM.AU

- **Resume** with contact details of two professional referees.
- One page **cover letter** in approx 5000 characters to address the following selection criteria:

## Selection Criteria:

1. Project Leadership and Accountability Demonstrates the ability to take full responsibility for the definition, approach, facilitation, and successful completion of medium-scale projects. Provides effective leadership to project teams and ensures project objectives are met.
2. Application of Project Management Methodologies Adopts and applies appropriate project management methods and tools to ensure structured and efficient project execution, including change control and risk management processes.
3. Planning and Performance Monitoring Maintains realistic and achievable project plans. Monitors costs, timelines, quality, and resource usage, taking corrective action when performance deviates from agreed tolerances.
4. Stakeholder Communication and Engagement Identifies stakeholder communication and relationship needs. Translates engagement strategies into actionable activities and deliverables, facilitating open communication and informed decision-making.
5. Quality Assurance and Deliverable Management Ensures that project and product quality reviews are conducted on schedule and according to procedure. Manages deliverables to be completed within agreed cost, time, and resource constraints, and ensures formal acceptance by stakeholders.
6. Information Management and Decision Support Captures and disseminates technical and business information effectively. Facilitates business decision-making processes and provides informed feedback to promote understanding across stakeholder groups.

## Experience

### Essential skills and experience

- Demonstrated delivery of a complex Digital Experience technology project.
- Demonstrated understanding of digital service delivery in government.
- Experience managing cross-functional teams and delivering outcomes in a matrixed environment.

- Strong analytical and problem-solving skills with a focus on delivery and outcomes.
- Excellent written and verbal communication skills, including reporting to executive stakeholders.

### **Desirable skills and experience**

- Experience in archives or other cultural sector organisations.
- Experience with Altus by Sensei project management software.
- Familiarity with user-centred design and digital accessibility standards.
- Experience working in a hybrid agile/waterfall project environment.

### **Technical skills**

Essential skills: • Project management experience and/or relevant tertiary qualifications • Agile methodologies – strong familiarity with agile frameworks such as Scrum or Kanban • Azure DevOps expertise Desirable Skills • Experience with Altus by Sensei • Understanding of user-centred design and digital accessibility standards.

### **About the team**

The Project Team structure is – • 1 x Project Manager (this role) • 1 x Project Support Officer • 1 x Business Analyst • 1 x Change Manager • 1 x Experience Designer The project also has input from a range of Subject Matter Experts within National Archives (more than 5)

### **Skills**

- Previous experience in large-scale digital transformation impacting multiple teams and external user groups.
- Ability to influence without authority and build consensus across diverse stakeholder groups.
- Strong understanding of agile and iterative project delivery methodologies.
- Demonstrated ability to manage project scope, risk, budget, and timelines effectively.
- Excellent communication and interpersonal skills, with a focus on stakeholder engagement and change management.
- Proven experience in vendor and contract management within a government or regulated environment.
- Strategic thinking and the ability to translate vision into actionable project plans.