

Senior Project Manager

Reference ID

AMSA LH 01843

Description

The Australian Maritime Safety Authority (AMSA) is seeking an experienced Project Manager to support AMSA's Enterprise Digital Capabilities project and the Integration Platform project, as well as working with the CIO and IT Managers providing project management support on adhoc IT projects.

Reporting to the Director – Enterprise Platforms, CIO and project boards, this role will be responsible for implementation of COTS and bespoke applications. The Project Manager will work with other IT resources including business analysts, solution architects, solution designers, testers, developers and other resources as required.

Key duties and responsibilities

The duties will include, but are not limited to:

- Scoping, planning, implementing and reporting on assigned projects to agreed standards and tolerances
- Tasking/managing project resources and coordinating with business SME's, service providers and stakeholders to meet project outcomes
- Development of project management documentation, including business cases, project plans, project reports, transition plans, schedules, registers, closure reports and post implementation reviews
- Management of project risks, escalation and resolution of issues
- Working with stakeholders supporting project procurement activities – workshops, reviews, creation of documentation, including RFQs/Tenders, evaluation reports
- Establishment and maintenance of working relationships with stakeholders and executive sponsors
- Guiding project related change including providing clear, consistent communication with active engagement
- Contribution to continuous project management improvement activities across IT and AMSA

Qualifications

Senior – EL2 level Experience needed.

Experience

Please provide a one page pitch to address all criteria specified. This is equal to 5000 characters.

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.

1. Organisational change management: Level 6 (SFIA)

Hiring organization

AMSA

Employment Type

Contractor

Working Hours

40 hours per week

AMSA supports flexible working arrangements.

Beginning of employment

1 April 2025

Duration of employment

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

Job Location

Remote work from: Australia

Closes on

12.03.2025

Defines and communicates the approach for change management for a significant part of the organisation. Initiates, plans and leads strategic, large and complex change management initiatives. Provides guidance and raises awareness to help change leaders demonstrate effective behaviours to deliver organisational change. Establishes feedback processes and leads analyses of change management successes. Enables continual improvements to change management methodology, tools and training necessary to enhance the maturity across the organisation.

1. Project management: Level 6 (SFIA)

Takes full responsibility for the definition, documentation and successful completion of complex projects. Adopts and adapts project management methods and tools. Ensures that effective project monitoring and control processes, change control, risk management and quality processes are employed and maintained. Monitors and controls resources, revenue and capital expenditures against the project budget. Manages the expectations of key project stakeholders.

1. Requirements definition and management: Level 5 (SFIA)

Plans and drives scoping, requirements definition and prioritisation activities for large, complex initiatives. Selects, adopts and adapts appropriate requirements definition and management methods, tools and techniques. Contributes to the development of organisational methods and standards for requirements management. Obtains input from, and agreement to requirements from a diverse range of stakeholders. Negotiates with stakeholders to manage competing priorities and conflicts. Establishes requirements baselines. Ensures changes to requirements are investigated and managed.

1. 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.