Position Title	Coordinator ICT Project Portfolio and Architecture
Department	People and Performance
Unit	Information Communication and Technology
Team	ICT Project Porfolio and Architecture
Supervises	5
Reports To	Manager ICT
Grade Range	K
Date Prepared	21/06/2023
Date Last Updated	21/06/2023

Our Vision & Values: A leading organisation that collaborates & innovates

We are committed to **safety**   We work as one **team**   We act with **integrity**   We care about our **customers**   We **continuously improve**

Primary purpose of position

The position will be responsible for leading the ICT Project portfolio and Architecture function to ensure timely delivery of projects and solutions to meet the Digital strategy and technology landscape.

Accountabilities

- Provide effective people leadership of the team, including coaching of team members to achieve outcomes.
- Project manage the delivery of the ICT portfolio and programs to successfully deliver outcomes
- Lead effective change management strategies and actions to ensure the successful implementation of projects.
- Negotiate and collaborate with customers and stakeholders to ensure that information relating to project deliverables, risks and issues are effectively communicated, interdependencies are identified and managed to ensure alignment with strategic direction
- Provide timely expert advice, assurance, analysis and recommendations to key internal and external customers and stakeholders including steering committees regarding project and program progress and outcomes, critical matters and emerging issues and risk to support informed decision making
- Work closely with the Digital Transformation unit to ensure technology decisions and solutions are designed and implemented according to ICT principles and architecture
- Deliver and maintain artchitecture models, artefacts and roadmaps including current state, solution options and target state reference models and provide impact analysis.
- Provide a high level of customer service to both internal and external customers, with a particular focus on continuous improvement and enhancing the customer experience.
- Additional duties as required within the limits of the employee's skill, competence and training

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – People Leader Profile 1		
Capability Group	**Capability Name**	**Level**
Personal Character	Lead Self	Advanced
	Display Resilience	Advanced
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
Relationships	Communicate and Engage	Advanced
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
Results	**Plan and Prioritise**	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Advanced
	Deliver Results	Advanced
Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
People Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Adept

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Relationships		
Work Collaboratively	Advanced	• Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds
Personal Character		
Display Resilience	Advanced	• Is flexible and readily adjusts own style and approach to suit the situation • Adjusts tactics or priorities in response to • Gives direct, honest advice, even in the face of • Accepts criticism of own ideas and responds in • Welcomes challenges and persists in raising and working through difficult issues
Results		
Plan and Prioritise	Advanced	• Ensures business plans and priorities are in line with organisational objectives • Uses historical context to inform business plans and mitigate risks • Anticipates and assesses shifts in the • Ensures that program risks are managed and strategies are in place to respond to variance • Implements systems for monitoring and evaluating effective program and project

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of "focus" capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations
Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

Code of Conduct
All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety
All staff are required to adhere to Council's WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management
All staff are required to comply with Council's Records and Information Management policies, procedures and guidelines.

Qualifications and Experience
Essential Qualifications
- Tertiary qualifications in ICT, Project Management or related discipline
- Project management qualitfication or equivalent knowledge, skills and experience
- Drivers Licence

Essential Experience
- Demonstrated experience leading people and teams to achieve outcomes.
- Extensive experience leading ICT projects, change management and operationalising ICT strategy into deliverable actions.
- Extensive written and verbal communications skills, with the ability to communicate technological solutions related concepts to technical and non-technical audiences at various levels.

- Extensive analytical and problem-solving skills
- Sound collaboration and negotiation skills with the capability to build and maintain relationships with stakeholders through outstanding customer service
- Demonstrated committment to Council's values

Desirable Qualifications and or Experience
- Previous Public Sector experience
- Experience with TOGAF standard

CBCity Position Description

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☐	☑
Does this position require incumbent to undergo criminal reference check?	☑	☐
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	☑	☐
Will incumbent need to make disclosure of pecuniary interest?	☐	☑
Could there be a conflict of interest with secondary employment?	☑	☐