



**POSITION DESCRIPTION**

<b>Position Title</b>	ICT Agile Project Manager
<b>Current Incumbent</b>	n/a
<b>Department/Function</b>	ICT
<b>Location</b>	Milton
<b>Reports To (<i>Position</i>)</b>	<i>ICT Strategy Program Manager</i>
<b>Positions Reporting to this Position</b>	n/a
<b>Effective Date (of PD)</b>	05/03/2019

<b>Main Purpose/ Primary Objective</b>	The ICT Agile Project Manager is responsible for leading ICT projects in an appropriate Agile fashion and in accordance with Lutheran Service's project lifecycle, managing vendors, project stakeholders, scoping projects and helping with Business change management. Additionally, the individual is tasked with mentoring capable individuals in the ways of successful Agile project execution, ensuring project governance is followed and all stakeholders on a project stay motivated to deliver.
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<b>Key Accountabilities/Key Result Area</b>	
	<ul style="list-style-type: none"> <li>• <i>Be responsible for project planning, execution, closure and control, both for Business Intelligence as well as general ICT COTS application introduction &amp; modification projects</i></li> <li>• <i>Ensure project stays within defined thresholds of scope, time, budget and quality</i></li> <li>• <i>Mentor capable individuals in the ways of successful Agile practices</i></li> <li>• <i>Vendor Management on assigned projects</i></li> <li>• <i>Stakeholder Management</i></li> <li>• <i>Assist in Business Change Management</i></li> <li>• <i>Coordinating tracking and reporting progress, ensuring to refine and streamline delivery process, while resolving issues.</i></li> <li>• <i>Define gaps and promote standards, methods, process and tools to enable best practice software development.</i></li> <li>• <i>Scoping, estimating and planning new iterations using formalised process and methods</i></li> <li>• <i>Provide thought leaderships and insight in to new and emerging trends and best practices</i></li> <li>• <i>Take ownership for the development of project brief, project initiation and documents or contributing business cases.</i></li> <li>• <i>Determine risk to the projects.</i></li> <li>• <i>Ensure continuous productivity improvement measures are adopted.</i></li> <li>• <i>Ensure compliance to business policies, procedures and other relevant legislation.</i></li> </ul>



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<b>Key Relationships/ Interactions</b>	<i>COO, CIO, Program &amp; Project managers, BI Solution Designer, wider executive leadership team, subject matter experts on current products or Business streams, Vendors</i>
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<i>Position Requirements (Knowledge and Experience)</i>	<ul style="list-style-type: none"> <li>• <i>Bachelor's degree in Computer Science, Information Systems, Business Management or specialized training/certification or equivalent work experience</i></li> <li>• <i>7 or more years of Agile Project Management, Agile leadership or related technical experience</i></li> <li>• <i>PMI-ACP certification, additional certifications such as Scrum Master, Six Sigma, PMI-PMP would be highly regarded</i></li> <li>• <i>Strong Verbal &amp; Written Communication skills</i></li> <li>• <i>Ability to run Stakeholder Engagement &amp; Meetings</i></li> <li>• <i>Strong teambuilding &amp; motivation skills</i></li> <li>• <i>Change Management experience</i></li> <li>• <i>Excellent Project planning and controlling skills</i></li> <li>• <i>High tolerance for ambiguity and ability to create structure</i></li> <li>• <i>Developed Presentation skills</i></li> <li>• <i>Ability to train and mentor users, staff and executive leadership</i></li> <li>• <i>Atlassian suite of Software experience, i.e. Jira, Confluence</i></li> <li>• <i>Excellent Time Management</i></li> <li>• <i>Lead previous ICT Business Intelligence projects or squads</i></li> </ul>
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<b>Position Dimensions (only if applicable to position)</b>	<i>Contract, 6 months, \$800 per day maximum</i>
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<b>Culture</b>	<p>At Lutheran Services we promote a culture that supports high and ethical performance. Our leadership team, believes a high performance culture that is characterised by:</p> <ul style="list-style-type: none"> <li>▪ a learning and growing environment</li> <li>▪ a high achievement orientation</li> <li>▪ a sharing environment - information, resources, ideas and goodwill</li> <li>▪ commitment to being the best we can be</li> <li>▪ humility, fairness and openness in how we go about our work.</li> </ul> <p>All within the context of acting in the best interests of Lutheran Services, and working in accordance with our Values.</p>
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<b>Prepared By</b>	<i>Date</i>	/	/
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**We certify that the content of this position description is accurate:**

<b>Incumbent's Signature</b>	<i>Date</i>	/	/
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**POSITION DESCRIPTION**

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<b>Manager's Signature</b>		<i>Date</i> /      /
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NOTE: This position statement is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organisation.