

POSITION DESCRIPTION

PROJECT TEAM LEAD

POSITION DETAILS

Date of Position Description	September 2021
Position Title	Project Team Lead
Position Grade	15
Directorate Business Unit	CEO Office City Strategy
Reports to	Strategy Manager
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements

POSITION OVERVIEW

The Project Team Lead is responsible for leading project management and project services to drive transformation of the Council's strategic intent into tangible initiatives and actions. This role will lead a team of professionals to plan, improve practice and processes, drive significant change and evaluate performance and decisions.

The Project Team Lead will supervise the inception and delivery of priority projects within the City Strategy Team to contribute to the vision for the future of Parramatta, the Central City. This role will work cross-functionally to strategically problem solve, and project manage complex deliverables delivery for a rapidly growing Local Government Area.

KEY RESPONSIBILITIES

Role Specific

- Provide strategic guidance for the service strategy and related projects; develop strategic business cases in collaboration with service areas and business units.
- Lead and manage sub-plans and major projects/ programs within the City Strategy Team, in a 2IC capacity to the relevant Manager.
- Engage the wider Council and stakeholders in the strategy development process, increasing the maturity of strategy and planning across the Council, and ensuring buy-in to the strategy.
- Guide and mentor Graduate and PO resources to enable them to successfully support City Strategy.
- Perform environmental scanning and industry research in order to effectively position the Council's plans and strategies for our customers and stakeholders.
- Assist the manager in allocating resources to enable prioritisation into actionable strategic plans.
- Interpret, present and communicate regular reports and other formal documents for relevant audiences, including Council.
- Develop cohesive conclusions from detailed analysis and present innovative and action-oriented findings to senior stakeholders.
- Provide input into strategic initiative prioritisation and roadmap development.

Baseline

- Manage and coordinate a team of professionals in the designated area of expertise to promote accountability and alignment towards achieving desired organisational outcomes.
- Ensure that all practices are up to date with current and relevant legislation, statutory regulations and better practice to ensure a subject-matter-expert mindset is adopted and promoted to all stakeholders.
- Promote continuous improvement and innovation in practices, optimisation of technology, procedures and recommendations with the aim of providing better service to the client base in line with the organisation's values.
- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities.
- Manage reasonable care of the health and safety of yourself, employees, visitors, contractors and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Champion customer service and organisational effectiveness, by acting ethically, honestly and with fairness.

KNOWLEDGE

Qualifications

- Degree qualifications in strategy, project management, or a relevant field.

Experience

- Proven experience in an analyst or strategy role in a complex organisation, with a proven track record of achieving strategic objectives.
- Demonstrated experience in leading diverse, multidisciplinary project teams and delivering services to a high standard to meet financial and other business performance criteria.
- Experience in the development of integrated approaches to strategy implementation utilising contemporary methodologies.
- Research and due diligence experience.
- Proven ability to identify risks, issues and key project impediments and provide pragmatic solutions and mitigating options.
- Demonstrable detailed understanding of the relevant legislative and regulatory requirements applicable to the designated area and the ability to practically apply this knowledge.

Skills

- Well-developed expertise with strategy frameworks and strong quantitative and analytical skills to develop financial or operational models.
- Knowledge of trends and technology concepts.
- Exceptional problem-solving ability – structural reasoning, creative thinking to solve complex issues.
- Exceptional written and verbal communication skills; ability to articulate complex problems and solutions in a simple, logical and impactful manner.
- Exceptional ability to communicate, negotiate, build relationships and influence others with an engaging approach and technique.
- Exceptional problem solving and decision-making ability, including confidence in working with leaders to resolve high priority, and often sensitive and complex issues and conflict.
- Well-developed change management leadership within a highly complex stakeholder environment.