

CITY OF GREATER GEELONG

POSITION DESCRIPTION

GREATER GEELONG: BUILDING OUR COMMUNITY THROUGH ENTERPRISE, OPPORTUNITY AND INNOVATION IN A QUALITY ENVIRONMENT

POSITION TITLE:	Digital Project Analyst
POSITION NUMBER:	2708, 2709
DIVISION:	Finance and Strategy
DEPARTMENT:	Digital, Information and Technology
CLASSIFICATION:	Band 6
REPORTS TO:	Coordinator Digital Services
DIRECTLY MANAGES:	N/A
INTERNAL LIAISONS:	Internal Management and staff
EXTERNAL LIAISONS:	Vendors, Contractors
DATE:	July 2017

POSITION OBJECTIVES:

This position will provide identification, planning, implementation and monitoring services for projects in the Digital, Information and Technology (DIT) department by working proactively with the organisational departments to deliver project outcomes.

POSITION RESPONSIBILITIES:

Key Responsibilities:

1. Establish and maintain DIT/customer relationships to support the delivery of appropriate solutions to meet business unit needs
2. Provide project management assistance to departments in conjunction with the Coordinator.
3. Identify customer business issues and/or opportunities for which DIT may facilitate a resolution.
4. Identify project opportunities that can leverage from existing solutions to maximise benefits to the business.
5. Work with the Solution Development Teams to deliver applications and business outcomes.
6. Undertake analysis, design and specification of solutions to meet business objectives.
7. Provide analytical support to the running and enhancement of existing systems.
8. Identify digital development opportunities and project solutions utilising latest technologies.
9. Attend business unit meetings within assigned portfolio to assist in strategic relationship development and provide visibility of client departments' future projects requiring DIT involvement.
10. Adhere to all Council's policies and procedures relevant to this position.
11. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

Values:

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

Risk Management and Occupational Health & Safety Responsibilities:

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behaviour does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Prolonged periods of inactivity eg. sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

KEY SELECTION CRITERIA:

1. Qualifications in Project Management, IT, Web Development, or related discipline or studying towards same.
2. Ability to provide innovative digital solutions to complex problems
3. Highly developed customer relationship skills to build cooperative working relationships.
4. Well-developed analytical and investigative skills.
5. High level of written and oral communication skills.
6. Demonstrative understanding of agile project lifecycles and methodologies.
7. Proven ability to manage projects from conception through to completion.
8. Broad understanding of relational database technology
9. Experience in working website/digital development

Desirable:

10. Experience working with Spatial Information System (GIS)
11. Knowledge of Microsoft.NET development including Visual Studio.NET. ASP.NET and VB.NET, HTML, Javascript
12. Some relevant experience in a similar role, preferably also within a government or alternatively large organisation, would be an advantage.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Provide specialist advice in the digital development of specifications and the evaluation of new technologies.
- Provide assistance in project planning and control in areas of responsibility.
- Prepare detailed project plans as required by the Coordinator.
- Undertake the analysis of business needs and recommend where technology outcomes are required.
- Ability to operate with autonomy whilst also ensuring actions adhere to Council's policies on professional standards and legal requirements, ethics, duty of care, and OH & S requirements
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

JUDGEMENT AND DECISION MAKING:

- Provide solutions to departments in relation to process design and development improvements in DIT business practices.
- Assist in implementing programs to achieve budgetary/departmental objectives.
- Provide specialist advice in the development of the Digital Services Business Plan.
- Conduct benchmarking and best practice comparisons relevant to this area of operation.
- Contribute to the development and implementation of Council's corporate objectives and in particular, the Information Technology Strategy and Business Plans
- Guidance and advice is not always available within the organisation.

SPECIALIST SKILLS AND KNOWLEDGE:

- Broad understanding of client server architecture and relational database technology
- Ability to prepare full and detailed Business Case/Cost Benefit Analysis Reports in support of proposed items of capital expenditure.
- Ability to provide innovative solutions to complex problems using digital methods.
- Produce comprehensive project plans
- Highly developed analytical and investigative skills.

MANAGEMENT SKILLS:

- Experience in Agile Project Management
- Ability to effectively plan, organise and prioritise work to achieve targets within a set timetable.
- Proven ability to successfully manage multiple projects from conception through to completion.
- Ability to establish a rapport with staff at all levels.
- Ability to implement change.

INTERPERSONAL SKILLS:

- Ability to work with and gain cooperation from all members of the DIT team
- Liaise with and proactively engage application vendors and internal staff members to resolve issues and recommend improvements.
- Highly developed written and verbal communication skills, which ensures the ability to deal with and gain cooperation from a broad range of individuals both within and beyond Council
- Review and report on project status.

QUALIFICATIONS AND EXPERIENCE:

- Tertiary qualification in Project Management, IT, Web Development, or related discipline or studying towards same.
- Several years' experience of business analysis skills in a complex environment.
- Current Victorian Drivers Licence

HOW TO APPLY

Applications close: 5:00pm Friday 25 August 2017

Contact Person: Matthew Szymczak, Coordinator Digital Services, 5272 4989

Submit your online application at <https://www.geelongaustralia.com.au/employment>

If you are unable to submit an online application please send your application to:

Recruitment & Workforce Management Administration Officer
People and Organisation Development
City of Greater Geelong
PO Box 104
GEELONG VIC 3220

Privacy Statement

The collection and handling of personal information is carried out in accordance with Council's Privacy Policy, which is displayed on Council's website and which is available for inspection at, or collection from, Council's Customer Service Centres.