



# Position Description

## Project Lead- Nimbus

Our Vision	Our Objectives	Our Values
A vibrant coastal community, connected to the environment, living the village lifestyle.	<ul style="list-style-type: none"> <li>Enhance community connection and well-being.</li> <li>Operate as environmental custodians for the future.</li> <li>Support local jobs, industry, and small business and facilitate sustainable development.</li> </ul>	Consistency Sustainability Honesty Integrity Teamwork Transparency Respect
Our Commitment		
Protect what makes us special, improve our quality of life, and plan for future generations.		

<b>Position:</b>	Project Lead - Nimbus	<b>Direct Reports:</b>	Nil
<b>Level:</b>	Level 10		
<b>Department:</b>	Corporate Services		
<b>Reports to:</b>	Executive Manager Corporate Services		
<b>Status:</b>	Fulltime – Maximum Term 3 years		

### Performance Summary

To lead, coordinate, and deliver the organisation's move from a server-based records system to a cloud-based document storage, records management system and Enterprise Resource Planning (ERP) system implementation. The role ensures the project is delivered on time, within budget, and aligned with organisational objectives, while supporting business process improvement, stakeholder engagement, change management, and system integration across the organisation.

#### Key Attributes

- Strong leadership capability with the ability to guide cross-functional project teams.
- Analytical mindset to interpret business processes and translate them into system requirements.
- Excellent communication and stakeholder engagement skills across all organisational levels.
- Commitment to accuracy, transparency, and delivering high-quality project outcomes.
- Ability to manage complex priorities with a proactive, solution-focused approach.

## Key Responsibilities

### Project Leadership & Delivery

- Lead the end-to-end implementation of M365 Sharepoint, M365RMS, and an integrated ERP system, including planning, scheduling, risk management, and reporting.
- Develop and maintain project documentation such as project plans, risk registers, procurement documents, and progress reports.
- Coordinate internal project teams, external vendors, and consultants.

### Stakeholder Engagement

- Facilitate workshops, requirements gathering, and process mapping with business units.
- Ensure data cleaning is undertaken ahead of migrating data to new systems.
- Communicate project progress to Executive, Council (where required), and staff.
- Manage expectations and ensure strong collaboration across departments.

### Business Process Improvement

- Analyse current workflows and identify opportunities for efficiency and automation.
- Support the redesign and documentation of business processes to align with the new systems capabilities.
- Ensure system configuration supports organisational needs and compliance obligations.

### Change Management & Training

- Develop and implement change management strategies.
- Coordinate staff training, user acceptance testing, and go-live support.
- Promote digital literacy and adoption across the organisation.

### Governance & Compliance

- Ensure project governance aligns with local government procurement, financial, and ICT operational standards.
- Monitor vendor performance and contract compliance.
- Maintain data integrity, security, and privacy standards.

## Position Requirements

### Essential

- Demonstrated experience managing complex ICT records management or ERP projects.
- Strong understanding of project management tools and methodologies (e.g., PRINCE2, PMBOK, Agile).
- Experience in business process mapping and organisational change management.
- Excellent communication, facilitation, and stakeholder engagement skills.
- Ability to manage competing priorities and deliver outcomes within deadlines.

### Desirable

- Previous work in local government or a similar regulated environment.
- Familiarity with commonly used Local Government ERP systems (e.g., SynergySoft, TechnologyOne, Civica).
- Knowledge of the Local Government Act 1995.

### General Accountability, Attitude, Behaviour and Conduct

All employees of the Shire are personally accountable for their actions and are expected to uphold the highest standards of responsibility, behaviour, and conduct in accordance with the Shire's Code of Conduct. This includes:

- Adhering to management directives, operational standards and procedures.
- Taking reasonable care to ensure personal safety and health at work of themselves and other persons.
- Following lawful and reasonable directions from the employer, especially those relating to integrity, confidentiality, the Shire's reputation, efficiency, and the prevention of fraud and corruption.
- Demonstrating respect for, and actively contributing to, the Shire's values and positive workplace culture.

### Acknowledgment

By accepting this position, I acknowledge that I have read, understood, and agree to uphold the values, duties, responsibilities, and requirements outlined in this performance description.

**NAME** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**MANAGER:**

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**PERFORMANCE DESCRIPTION CREATED**

**DATE** April 2026