



SHIRE OF
HARVEY

Team work

We are a united team who works together towards a common goal.

Integrity

We are empowered and accountable when making decisions.

Excellence

We are committed to an exceptional customer experience.

Leadership

We are adaptable and responsive in our leadership.

Respect

We are respectful of our history and work together to build our future.

Project Manager – ERP

Our vision

Together, towards an even better lifestyle.

1. Position details

Directorate:	Corporate Services	Level: Contract
Reports to:	Director Corporate Services	
Supervision of:	Change Manager – ERP	
Significant Working Relationships:	Community, business and agency stakeholders Directorate team members Key internal stakeholders	

2. Position summary

The Project Manager - ERP is responsible for leading and managing the end-to-end implementation of the Shire of Harvey’s new Enterprise Resource Planning (ERP) system.

This role will be responsible for significant change management, including implementation of new business processes to harness the full benefits of the new solution. Successful integration to other applications as well as data migration to the new ERP also forms part of this role.

The Project Manager - ERP is supported by a Change Manager - ERP, an internal project team, the vendor’s implementation team and contracted external resources where required.

3. Community strategic objectives



Diversified Economy



Connected Communities



Protected Natural Environment



Sustainable Built Environment



Effective Civic Leadership

4. Our values

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5. Key duties and responsibilities

Key functions	Specific duties
ERP Implementation	<ul style="list-style-type: none">• Responsible for leading the planning, implementation, and optimisation of the Enterprise Resource Planning (ERP) system within the organisation ensuring adherence to project management best practice.• Lead, manage, and monitor the project team to achieve key project timelines, milestones and outcomes while managing allocated resources and project budget.• Establish and maintain governance controls and compliance measures.• Facilitate issue resolution and ensure that the project progresses within defined parameters and in line with the Shire's Information Services Strategic Plan 2024-2027.• Communicate with the Executive and Management regarding projects status, issues and key decisions.• Manage the coordination of all associated project tasks including change management, communication management, project documentation, test planning & management, stakeholder management, training plans & delivery and project reporting.• Develop and coordinate the activities of the project team and Coordinate consulting services as applied to the ERP.• Lead regular project status meetings, provide accurate project reports, and present project updates to the Executive Leadership Team.• Assist the Manager Information Services to maintain high levels of business system security, integrity, reliability and performance.• Being an instrumental team player supporting Managers and their teams.

Leadership and management	<ul style="list-style-type: none"> • Provide leadership to the business unit, encourage responsibility and initiative and foster an innovative work environment for all employees. • Identify, schedule and deliver projects identified in the annual Operational Plan. • Develop, implement and report on program performance standards. • Maintain effective communication and relationships with the Chief Executive Officer and business unit members. • Promote and encourage effective and innovative practices within the business unit. • Ensure an attitude of inclusion and respect is at the forefront of all business unit activities.
Financial	<ul style="list-style-type: none"> • Monitor the financial performance of the business unit against the service plan and annual budget. • Review financial requirements annually and ensure integration with the Shire's Corporate Business Plan. • Ensure business unit complies with grant funding guidelines. • Ensure comprehensive and informed financial analysis is undertaken when considering purchases. • Undertake financial risk management with projects and advise the Chief Executive Officer of impacts affecting financial risks as they are identified.
Representations	<ul style="list-style-type: none"> • Provide background information as required to the Shire's legal representative on appeals and court matters. • Develop and maintain effective channels of communication and networks with various State and Local Government bodies and regulatory authorities, to ensure that the business unit remains informed and where appropriate participates in the processes which may impact on its activities. • Liaise with all relevant stakeholders on the issues, views, needs and policies of the business unit.
Policies and procedures	<ul style="list-style-type: none"> • Review and develop business unit policies, plans, manuals and management guidelines. • Identify and report on governance and audit issues and facilitate the monitoring and reporting to the Chief Executive Officer of the progress in the implementation of activities. • Review and implement the risk management plan framework for business unit activities.

	<ul style="list-style-type: none"> • Ensure all decisions made and directives given by the Chief Executive Officer relating to the business unit are acted upon.
Human resource management	<ul style="list-style-type: none"> • Promote a transparent, equitable and strategic approach to people management including participation in workforce planning, strong employee wellbeing and training plans for employees. • Lead and develop the business unit in such a manner that an environment of success, energy, professionalism and a culture of innovation is evident to all. • Implement best practice human resource management and ensure employees within the business unit are accountable for their performance.
Health and Safety	<ul style="list-style-type: none"> • Ensure all staff are inducted and perform their work in a safe and healthy manner and abide by Shire and legislative safe work procedures, instructions and safety management practices. • Ensure that the safe work practices, and Equal Employment Opportunity principles that have been implemented are adhered to by the business unit employees and volunteers. • Ensure the application of the relevant policies, procedures and systems with regards to the <i>Work Health and Safety Act 2020</i>.
Other	<ul style="list-style-type: none"> • National Crime Check. • Current “C” Class Drivers Licence.

6. Extent of authority

The position operates under the general direction of the Director Corporate Services within established guidelines, procedures and policies of Council, as well as those rights and responsibilities bestowed on the position by the *Local Government Act 1995*.

7. Your team



8. Position selection criteria

Essential

1. Relevant degree qualifications (Project Management, Accounting, Finance, IT or Business) and relevant experience.
2. Demonstrated experience in successfully managing an ERP project to implement a major corporate solution.
3. Proficient knowledge and demonstrated skills in project management methodologies, tools and techniques.
4. Demonstrated experience with developing and presenting project status reports, including timeframes, costs, deliverables and risks.
5. Strong leadership skills, with the ability to motivate and inspire a cross-functional team.
6. Ability to work as an effective team member and solve problems and conflict with others.
7. Highly developed written and verbal skills.
8. Demonstrated experience in self-managing workload, delegating tasks and meeting deadlines.

Desirable

1. Demonstrated knowledge of procurement policies and procedures as they relate to Local Government.
2. Experience in implementing change management plans that maximise employee adoption and benefit realisation.