

Project Manager – Coastal Connect

CLASSIFICATION: Contract until March 2026

OCCUPANT: Vacant

DATE: March 2025

POSITION CONTEXT & OBJECTIVE(S):

The Councils of Corangamite Shire, Moyne Shire and Warrnambool City have formed an ICT Joint Venture Alliance, South West Councils ICT Alliance (SWCICTA) with a major project being the uplift of their entire ERP to a SaaS environment with supplier Technology One.

The project commenced in July 2023 and is successfully tracking towards a GoLive of November 2025. The project team is looking for additional resources for upcoming stages. There will be a requirement to be an onsite presence at one of the participating councils, with work from home opportunities available for a proportion of the week.

The ERP Project called Coastal Connect is governed by, and operated under, the unincorporated Joint Venture between the three Councils with Warrnambool City Council being the employer. Coastal Connect recognises the significant benefits for the Councils, and their communities, in having a shared system using common business processes to support the improvement of the Corporate and Customer Support functions.

Reporting to the Executive Manager – IT Strategy and Transformation Shared Services, the Project Manager – Enterprise Resource Planning Platform will be responsible for managing all aspects of the Project to implement the SaaS ERP. There are eight modules to be implemented covered by the Project: Customer Service, Permits & Bylaws, Planning & Building, Electronic Content Management, Finance, Rates, Human Resources and Payroll.

As the Project Manager, you will be responsible for upcoming project stages of UAT, change requests, GoLive, and other project tasks. You will work closely with key stakeholders to ensure best practices in project, change and implementation methodologies are utilised to support project delivery.

KEY RESPONSIBILITIES AND DUTIES:

- Implement and complete the established Project timeline and tasks, including managing design, configuration, UAT and GoLive.
- Take full end-to-end responsibility for the delivery of the Project stages and related tasks as required.
- Proactively engage stakeholders of the project to optimise software and processes change.
- Undertake and facilitate risk assessments relevant to the ERP software to identify risks and plan an appropriate strategy to mitigate risk. Review and report effectiveness and make recommendations to address any issues. Implement actions as approved.
- Fully define, document and implement a rigorous completion and operational handover regime for all works, ensuring that stakeholders and user groups are trained on the new processes and software. Embedding upon completion for handover to key stakeholders.
- Prepare reports and timelines for governance and funding bodies.

KEY SELECTION CRITERIA:

Applicants should ensure that their resume demonstrates the experience and ability of the following:

- 5+ years of experience in a similar role.
- Experience with software as a service (SaaS) platforms and cloud-based applications, with a strong understanding of SaaS architecture and deployment models.

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- Demonstrated experience managing large-scale projects involving enterprise resource planning (ERP) systems, including experience with project management, change management, and communication strategies.
- Strong knowledge of ERP software systems, including experience with implementation and decommissioning of ERP systems.
- Desirable proficiency in the administration and management of TechnologyOne software, including experience with configuration, customization, and administration of TechnologyOne systems.
- Desirable proficiency in the administration and management of an ERP platform.
- Ability to meet objectives within time constraints and conflicting demands.
- Ability to liaise effectively and professionally with external organizations.
- Desirable experience in UAT planning and implementation

GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records):

☒ YES

The incumbent must have and maintain a Working with Children Check:

☒ NO

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Executive Manager – IT Strategy and Transformation Shared Services
Supervises:	Nil direct reports, but will be involved in supporting Council staff members across the Project.
Internal Contacts:	All Council Staff, Project staff, subject matter experts across the three Councils.
External Contacts:	External business partners including technology providers

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

Responsible for:

- Ensuring that the Project is implemented in a professional manner across the three participating Councils
- Implementing the Project as per the timeline and deadlines
- Make a positive contribution to the Project and associated works

JUDGEMENT AND DECISION MAKING:

- Make decisions on all routine matters which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy and recognised standards.
- Make decisions that fit within the budget and strategy for the Project.
- As directed by the Executive Manager undertake problem solving activities in the area of Project Management.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Substantial experience in a similar role.
- Experience with software as a service (SaaS) platforms and cloud-based applications, with a strong understanding of SaaS architecture and deployment models.
- Demonstrated experience managing large-scale projects involving enterprise resource planning (ERP) systems, including experience with project management, change management, and communication strategies.
- Strong knowledge of ERP software systems, including experience with implementation and decommissioning of ERP systems.
- Desirable proficiency in the administration and management of TechnologyOne software, including experience with configuration, customization, and administration of TechnologyOne systems.
- Desirable proficiency in the administration and management of an ERP platform.
- Ability to meet objectives within time constraints and conflicting demands.
- Excellent written and oral communications skills.

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- Well-developed research and presentation skills.
- Negotiation skills and ability to assess complex issues and identify relevant solutions.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Demonstrated ability to plan, organise, set priorities and manage time
- Meeting objectives within time constraints and conflicting demands.
- Time management skills, including the ability to manage concurrent projects.

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Position requires well developed interpersonal skills with the ability to discuss and resolve problems, motivate others and basic counselling and negotiation skills.
- Ability to liaise with counterparts in other organizations.
- Written communication skills to be able to effectively prepare external correspondence and draft reports on matters relating to field of expertise.
- Professionally represent the Council at external meetings and forums.
- Demonstrated skill in dealing with confidential matters.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Tertiary qualifications (diploma or degree) in a relevant discipline or significant experience in the area of project management, finance, information technology, business or extensive experience in a similar role.
- TechnologyOne OR any ERP experience
- SaaS experience
- Project Management Experience (5+ years)
- Desirable experience in a government organization or similar

The Terms and Conditions in this Position Description are to be read in conjunction with the Warrnambool City Council Enterprise Agreement, or Employment Contract as applicable.

AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name:	
Signature:	
Date:	