POSITION DESCRIPTION

General Stream Band 7

POSITION TITLE:	Portfolio Delivery Lead
Entity	Legislature - General
Unit	Information and Communication Services (ICT)
Reports To (role)	Director, Digital Transformation
Direct Reports:	0
Award and Band Level	Tasmanian State Service Award Band 7
Employment status	Fixed Term Full Time
Full Time Equivalent (FTE)	1.0
Ordinary Hours per week	Average of 36.75 hours per week with additional reasonable hours as required of the role. The position may require working extended and unpredictable hours during sittings of Parliament with work being undertaken outside normal hours.
Location	Parliament House, Hobart, Tasmania

About Us

The Parliament of Tasmania is a meeting place where elected representatives meet to make laws, authorise the expenditure of public funds, scrutinise the government of the day and give a voice to their constituents in the electorates. The Parliament is made up of 3 separate entities consisting of:

- House of Assembly – which provides services to the Members of the House of Assembly, including chamber and committee support in the discharge of their constitutional and parliamentary responsibilities as elected Members.
- Legislative Council – which provides services to the Members of the Legislative Council, including chamber and committee support, in the discharge of their constitutional and parliamentary responsibilities as elected Members.
- Legislature -General – which provides joint services to support Members of Parliament, officers, and staff of the Parliament. These services broadly relate to building and facilities, catering and dining, library and research, Hansard, and ICT and broadcasting of proceedings.

Why work at Parliament of Tasmania

- A unique opportunity to contribute to democracy in Tasmania
- Develop capability in delivering innovative, responsive, and impartial professional services.
- A supportive environment to enable our people to do their most purposeful and rewarding work.
- Deliver value that makes a real impact
- Generous leave provisions and benefits
- This might be your best role ever

Position Purpose

The Portfolio Delivery Lead provides whole-of-Parliament enterprise-level coordination, governance and assurance of project and program delivery practices, while supporting the coordinated delivery of the Digital Transformation Program.

The role establishes and maintains consistent delivery frameworks and reporting standards, uplifts organisational delivery capability, and supports informed executive decision-making through high-quality coordination, assurance and reporting.

Key Accountabilities/Duties

- Lead the development and implementation of Parliament-wide project management frameworks, templates, and reporting standards to ensure consistent quality across all project disciplines.
- Provide expert guidance, coaching and coordination support to staff managing projects in digital, capital works, and operational areas to uplift capability and support adherence to agreed delivery standards.
- Coordinate planning, delivery and reporting activities for the Digital Transformation Program, supporting the management of program-level risks, issues, interdependencies and benefits.
- Coordinate and support governance structures, preparing high-quality program and portfolio reports, dashboards, and briefings for senior stakeholders and committees.
- Coordinate quality assurance and continuous improvement activities across projects and programs, including lessons learned and best-practice promotion.
- Build strong working relationships across Parliament, facilitating cross-portfolio alignment, shared understanding and effective communication of complex project and program information.
- Coordinate procurement activities and provide guidance on vendor management for initiatives, and support Project Managers undertaking procurement in accordance with governance requirements.
- Perform any other allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from an occupant at this classification level.

Key Challenges

- Supporting and governing multiple complex projects across different disciplines and entities within Parliament.
- Managing interdependencies and competing priorities across the Digital Transformation Program and broader project portfolio.
- Ensuring consistent adoption of PMO frameworks in a diverse and politically sensitive environment.
- Balancing structured governance with flexibility to accommodate different project types (ICT, digital, capital works, operational).

Key Relationships

- Program Director, Digital Transformation – receive direction, provide advice, and align digital initiatives with broader enterprise priorities.
- Internal: Director, Manager Digital Innovation and Delivery, Assistant Manager ICT Delivery, ICT and broadcasting staff, Members of Parliament, Clerks, and Parliamentary staff.
- External: Vendors, contractors, consultants, whole-of-government project management and ICT networks, technology partners.

Level of responsibility

The Portfolio Delivery Lead operates with a high level of autonomy within established strategic and governance frameworks, under the direction of the Director, Digital Transformation.

The Portfolio Delivery Lead has responsibility for:

- Enterprise coordination of project and program delivery frameworks, standards and assurance processes.
- Providing independent, expert advice and recommendations to senior leaders on portfolio, program and project performance.
- Enterprise-level coordination and reporting supporting the delivery of the Digital Transformation Program.
- Identifying, escalating and recommending treatment options for significant delivery risks, issues and interdependencies.
- Influencing delivery outcomes through coordination, governance, assurance and expert advice, rather than through direct line management or investment authority.

Essential requirements

- Demonstrated experience managing complex ICT or digital transformation projects.
- Strong knowledge of project management methodologies (e.g., PMBOK, PRINCE2, Agile) and tools, with practical application in government or complex organisations.
- Proven ability to manage risks, issues, and dependencies effectively.
- Excellent communication and interpersonal skills, with the ability to prepare reports, briefings, and presentations for senior stakeholders.
- Strong organisational and problem-solving skills, with the ability to balance competing priorities.
- Experience coordinating multidisciplinary teams, vendors, and contractors.

Desirable requirements

- Tertiary qualifications in project management, ICT, or a related discipline, or equivalent experience.
- Project management certification (e.g., PRINCE2 Practitioner, PMP, AgilePM).
- Experience working in a parliamentary, government, or highly regulated environment.

Selection Criteria	
Capability Name	**Capability Indicators**
Judgement, common sense and strategic thinking applied to identify and analyse problems/key issues, determine alternative approaches and assess their consequences, and provide advice and recommendations.	• Provides definitive advice and recommendations on specialised area; • Researches and analyses information regarding complex situations and presents logical arguments to address key issues; • Identifies, defines and develops recommendations to improve the delivery of complex activities and responds to emerging developments.
Delivers quality results by managing self, time and resources and prioritise work to deliver outcomes on time. Accept responsibility and be accountable for quality of work to both internal and external clients.	• Establishes and reviews work and project plans to deliver outcomes; • Co-ordinates activities of team members and promotes a client focus; • Identifies strategies to build and maintain efficient work area and recommends appropriate resources for future activities; • Anticipates priorities and develops long term strategies for work area. • Supports and builds the workplace culture of 'high performance'.
People and leadership skills evidenced by working co-operatively as part of a team or group. Manages others effectively, models leadership behaviours and leads by example to deliver positive business outcomes.	• Leads, motivates, mentors, and gains co-operation of others in achieving work objectives and broader strategic outcomes; • Works collaboratively, encourages and recognises good behaviour in others and encourages learning and development for individuals; • Receives and delivers constructive feedback in a manner that gains acceptance and achieves resolution; • Actively manages people and their performance, including underperformance and upward management.
Communicates effectively with colleagues and external stakeholders adapting communication styles to suit different situations.	• Prepares complex written material and drafts of more complex material requiring only minor changes; • Clearly articulates complex and difficult technical issues to stakeholders; • Anticipates the expectations and concerns of other parties and develops persuasive arguments accordingly; • Represents department in area of expertise as well as liaises, negotiates and influences outcomes internally and externally on complex issues.

Builds & maintains productive working relationships with colleagues, clients and stakeholders (both internal and external) with a demonstrated capability to nurture relationships; facilitate cooperation and partnership; value difference and diversity; and guide, mentor and develop people.	• Develops and maintains cross-department relationships that provide a strong network; • Develops and maintains rapport with internal and external stakeholders to identify shared goals and works toward mutually beneficial outcomes; • Positively engages stakeholders to provide input and work together; • Promotes the importance of consultation with stakeholders and seeks feedback to gauge satisfaction.
Change responsiveness evidenced by an individual's response and approach to change including their ability to positively adapt, manage and implement change.	• Embraces, contributes to and provides effective strategic and holistic leadership to change across all levels; • Leads change through influence and communication and supports others to participate in and adjust to change; • Operates effectively in an environment of change and maintains flexibility and manages own and others' expectations; • Assess the impact of change; identifies and implements solutions to support change agenda.
Professional ethics Demonstrated capability to be ethical and professional.	• Consistently behaves in a manner that complies with our Code of Conduct, Core VALUES, and our policies and procedures. • Recognises impact of own behaviour on others and modifies behaviour accordingly. • Develop understanding of own capabilities and seek opportunities for personal and professional development. • Values people for their contribution.