



**ANGLICAN  
DIOCESE OF  
MELBOURNE**

## **Background**

The Anglican Diocese of Melbourne is a large and dynamic organisation comprising of over 200 parishes located throughout metropolitan Melbourne and extending to include the Bellarine and Mornington Peninsulas.

The Anglican Diocese of Melbourne is on a Digital Transformation journey with an exciting five-year Information Communication Technology (ICT) strategy.

The ICT Senior Project Officer is a newly created role which will play a key part in bringing the ICT strategy to life through implementing strategic ICT Projects across the diocese. Reporting to the Chief Information Officer, the ICT Senior Project Officer role will contribute to the planning, coordination and operational success of ICT projects.

The role is a two-year contract appointment.

The purpose of the Anglican Diocese of Melbourne ICT Strategy is to provide an overarching long-term focus on delivering organisational efficiencies using Technology as an enabler.

The role works closely with team members from across the organisation to improve the effectiveness of project delivery and enhancement of internal communications and information technology. The successful candidate will be able to work flexibly with a “hands-on” approach in a unique environment. Previous project and people management experience is required. The role will bring high-value insights to assist the Melbourne Diocese to move towards a new phase of digital awareness and effectiveness in the information technology space.

## **You will be responsible for:**

- Leading projects to successful implementation in the Information Communication Technology areas at the direction of the CIO.
- Project Management including process mapping, requirements gathering, go-to-market activities, selection of preferred solution, business case development and providing regular project reporting.
- Ensuring ICT projects are delivered on time, in scope and within budget.
- Managing the performance of Project teams including, building morale, monitoring performance, generating commitment, and setting direction.
- Assisting with the identification of key trends, opportunities and organisational capabilities, that will bring advantage and transformation to the Melbourne Diocese.
- Assisting the CIO to ensure the security of digital systems are delivered in accordance with established ICT practices and policies.
- Creating and adapting technological platforms to improve the client experience.
- Contributing to the development of, implementation and ongoing review of, the ICT Strategy and management.

## To be successful in this role you will have:

- Tertiary level qualifications in Computer Science, or related disciplines and at least 10 years comprehensive experience in the industry
- Prior experience in managing projects and developing a project management ethos
- Excellent communication skills, both written and verbal
- Advanced user knowledge of Microsoft suite of products and good working knowledge of other software packages (e.g.: Azure, Microsoft 365, Power BI and MS Dynamics)
- Prior experience with people management and team development, including the ability to create and maintain a working environment where staff are able to perform at their optimum level
- The ability to manage and build trusted relationships with a variety of stakeholders
- The ability to deal with a wide range of issues, make decisions and re-arrange priorities
- A highly analytical mind-set with excellent problem-solving skills
- An independent, self-motivated mindset and the ability to set own/team priorities and deadlines
- Experience in preparing correspondence, documents and other written communication.

At the Anglican Diocese of Melbourne, we are professionals who foster a culture of empowerment. We are a close-knit small team that supports the Diocese of Melbourne. You will be trusted to manage your own work. Therefore, we are looking for someone who is:

- Autonomous – you must be a self-starter and solution oriented;
- Empathetic – you must have empathy for the Anglican Church and its mission;
- Professional – we are looking for someone who can operate at high standards;
- Detailed – detail matters and you will need exceptional attention to detail; and
- Teachable – no matter what your age or experience, there is always new approaches and new things to learn.

In return for your skills and enthusiastic commitment you will have an opportunity to work with an organisation that makes a difference in the lives of many varied individuals across Victoria.

You must have full working rights and a current valid driver's license and be willing to provide proof of a valid COVID-19 Vaccination.

To apply please forward your cover letter and resume to [positions@melbourneanglican.org.au](mailto:positions@melbourneanglican.org.au) or click on apply now by midnight on Sunday 15 May 2022.

*We are not accepting candidates from Recruitment Agencies.*