

Information Pack



ERP Project Manager

3 Years Maximum Term – Full Time

(HR 45/25)

Advertisement

ERP PROJECT MANAGER

We are seeking a highly motivated and experienced Project Manager to join our team in beautiful Margaret River, WA. In this role, you will be responsible for leading the implementation and management of the Shire of Augusta Margaret River's replacement ERP system, including planning, executing, and delivering the ERP project on time and within budget. You will work closely with key stakeholders and the ERP vendor to achieve project and organisational goals.

A relevant tertiary qualification in Project Management or a related field, and/or equivalent industry experience in formal Project Management is essential. You will possess extensive experience in project management and have demonstrated knowledge of complex ERP implementation or digital transformations.

We provide a contemporary, supportive and flexible working environment committed to unleashing individual and organisation potential. If you're looking to make a difference, please get in touch.

Applications are simple. View the Information Pack for the role on the Shire's website www.amrshire.wa.gov.au and when ready to apply please email careers@amrshire.wa.gov.au with your resume detailing your skills, qualifications and experience, and tell us in no more than 2 pages what you will bring to the role and the community if you are selected.

Candidates with queries are welcome to contact Mel Stevens on 9780 5279.

Close date and time: **4.00pm Friday, 25 April 2025.**

Position Description

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|-------------------------|--|
| Position Title | ERP Project Manager |
| Directorate | Corporate & Customer Services |
| Level | Common Law Contract negotiated |
| Reports to | Director Corporate & Customer Services |
| Responsible for | <ul style="list-style-type: none">ERP Project Team |
| Primary Location | Margaret River Civic Administration Centre (travel to other locations is required on a regular basis) |

Position Overview

- Lead the implementation and management of the Shire of Augusta Margaret River's replacement ERP system. The project is expected to span over approximately 2-3 years.
- Coordinate with various departments and the ERP vendor, manage project timelines, budgets and resources to ensure the successful deployment and integration of the ERP system into the organisation to meet organisational goals.

Position Responsibilities

Project Planning and Management

- Development, maintenance and execution of a comprehensive project plan for implementation of the Shire's replacement ERP software, clearly outlining project objectives, scope, budget, resource allocation and schedule.
- Establishment and maintenance of governance controls and compliance measures.
- Establishment, leadership, management, and performance monitoring of the project team to achieve key milestones and outcomes.
- Ensuring effective management of project activities and workflows, including budget allocation and resource management.
- Management of the project scope, dependencies, and interdependencies for efficient outcomes.
- Recommendation and leadership of business improvement initiatives related to the ERP project.
- Continual review of project processes and practices to ensure quality outcomes.
- Develop and implement test plans, scripts, and procedures to validate system functionality, data integrity, and user acceptance.
- Conduct thorough testing of the ERP system to identify and resolve any issues or defects prior to deployment.
- Ensure compliance with industry standards, regulatory requirements, and best practices throughout the testing process.
- Maintain accurate documentation of project activities, decisions, and outcomes, including meeting agendas, minutes, status reports, and project documentation.

Stakeholder Management

- Work closely with stakeholders, vendors, and subject matter experts to ensure alignment with project objectives and organisational requirements within the project scope.
- Engagement with the Council, the Executive Leadership Team, staff members, and other stakeholders to gather requirements, solicit feedback, foster collaboration and ensure buy-in throughout the project lifecycle.
- Communication of project updates, milestones, and potential impacts to stakeholders in a clear and timely manner. Provision of specialist advice and information to stakeholders on emerging project issues and recommendations to support project delivery in line with established plans, budgets, timeframes, and other project priorities.

Risk Management

- Identification and reporting of potential risks and issues, and implementation of mitigation strategies to keep the project on track.
- Coordination with stakeholders as required for issues management.
- Address stakeholder concerns and ensure alignment with organisational goals and project priorities

Performance Monitoring

- Prepare regular progress reports and presentations for executive and senior management and other stakeholders, ensuring effective communication of project status, progress, and performance.
- Oversee vendor performance, deliverables, and adherence to project timelines and quality standards.
- Capture lessons learned and best practices to inform future ERP initiatives and continuous improvement efforts, facilitating knowledge sharing and process enhancement.
- Interpret, draft, review, and implement policies, procedures, and processes within specialist areas or activities as required, ensuring alignment with project objectives and organisational standards.

Position Requirements

Essential

- **Experience:** proven experience in project management and delivery of complex ERP implementations or digital transformations, preferably in a Western Australian local government environment
- **Technical skills:** proficiency in ERP systems, project management tools and methodologies, and Microsoft Office Suite.
- **Leadership skills:** strong leadership and team management skills, with the ability to motivate, inspire, and guide team members
- **Analytical skills:** excellent problem-solving and critical thinking skills, with the ability to make data-driven decisions.
- **Communication skills:** strong written and verbal communication and interpersonal skills for internal and external stakeholder engagement, coupled with a high level of influencing and conflict resolution abilities, enabling effective collaboration with diverse stakeholders at all levels and successful negotiation of outcomes
- **Organisational skills:** strong organisational and time management skills, with the ability to effectively manage budgets, resourcing, multiple priorities and deadlines.
- **Education:** relevant tertiary qualification in Project Management or a related field, or equivalent industry experience in formal Project Management.

Key Relationships

| Internal | External |
|---|---------------------------|
| Executive Leadership Team Senior Leadership Team Project Team Various business unit SMEs | Consultants ERP vendor |

Our Values - The Way We Do Things

- Respect** We acknowledge our culture, environment and community, whilst ensuring our behaviour has a positive impact.
- Integrity** We have the courage to do the right thing and be transparent in our decision making.
- Community** We focus on supporting positive collaborative relationships that connect our communities to deliver great outcomes for the wider community.
- Excellence** We are committed to providing a high level of service to our customers and are open to opportunities and change.

Remuneration and Conditions of Employment

Salary and Benefits

- Competitive cash salary circa \$160K **inclusive** of vehicle allowance (incumbent to supply own vehicle or may access novated lease)
- Superannuation contribution of 11.5%
- Professional Development Allowance of \$3,500 per annum for use in development of the successful candidate's profession
- Professional Memberships \$1,000 per annum
- Relocation assistance is available up to the value of up to \$2,500 for intrastate or \$5,000 interstate (with conditions applying)
- Access to flexible salary packaging arrangements with eligible employees able to access benefits relating to permanent relocation, remote area rent, mortgage interest and/or utilities
- Journey insurance to and from work
- Additional leave benefits (for example, paid parental leave, paid community emergency service leave, 3 days supplementary leave benefit, and others)
- Access to Employee Assistance Program
- Flu vaccinations
- Recreation Centre membership

Employment Conditions

- Pre-employment: fitness for work assessment and drug/alcohol screening
- Provision of current National Police Clearance
- Satisfactory professional reference checks
- Full-time hours with the requirement to be highly flexible to attend additional after-hours commitments (for example community meetings or events)
- Flexible Working Arrangements may be approved at CEO discretion