Senior Advisor - Business Improvement and Systems

# About the role

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| **Salary range and classification** | Per annum – $116,538 - $124,688Per fortnight – $4,466.90 - $4,779.30 Plus, super and leave loading benefits.Classification level AO6 |
| **Employment type** | Permanent, flexible full-time |
| **Contact officer** | Cassie Leech, Manager (Business Improvement and Systems) – Phone: 07 3066 7039 |
| **Job ad reference no**  | QLD/575684/24 |
| **Closing date** | Wednesday, 17 July 2024 |
| **Primary location** | 61 Mary Street, Brisbane |
| **Reporting** | Reports to Manager – Business Improvement and SystemsDirect reports – none |

# Why join TMR?

Transport and Main Roads' (TMR) vision is to create a single integrated network accessible to everyone. We are delivery focused, united by our purpose to make a difference to the lives of Queenslanders.

Every day is different and so are our teams. We foster an inclusive workplace culture and will support you to grow and develop in your career while maintaining a healthy work-life balance.

TMR is committed to reconciliation and creating a workplace that empowers Aboriginal peoples and Torres Strait Islander peoples to thrive.

We strongly encourage applicants from all life experiences and backgrounds to apply. Please tell us about any additional support or adjustments, such as interpreting services, physical requirements, or assistive technologies, that will better enable you to shine during the recruitment process.

# About us

The Portfolio Investment and Programming (PIP) Branch within Policy, Planning and Investment (PPI) Division is accountable for the ensuring investment decisions are fully aligned with the delivery of an integrated transport system for Queensland.

# Key responsibilities

In the role of Senior Advisor (Business Improvement and Systems), you will perform effective and efficient advisory services relating to the governance and management of divisional ICT investments and supporting frameworks for Policy, Planning and Investment (PPI) Division. This includes supporting the Manager (Business Improvement and Systems).

Some of your responsibilities will include:

* Managing Whole-of-Government and internal reporting for PPI Division ICT portfolio program and projects.
* Managing PPI Division ICT Asset lifecycle management activities via pro-active engagement with internal and external stakeholders, including ICT Business Planning and Forward Program of Work prioritisation and reporting.
* Providing pro-active governance support to the Manager (Business Improvement and Systems) and the Divisional Portfolio Management Office by:
	+ Delivering high quality governance processes and oversight for PPI Division ICT systems and governance functions. This includes the provision of secretariat support to governance groups, developing briefings, agendas, submissions, presentations, and minutes, and
	+ Providing high level support to the PPI Portfolio Management Office by contributing to the identification, examination and analysis of complex information and issues, and contribute to implementing potential solutions.

# About you

We recognise and celebrate that everyone is unique and seek the applicant best suited to the role. We will assess your experience, knowledge and acquired skills, as well as your potential for development and your personal qualities. To thrive in this role, you will need to demonstrate the following:

## Mandatory qualifications and conditions

* Due to this role having access to sensitive data, a criminal history check will be undertaken prior to appointment to the role.

**Experience, knowledge, skills, and attributes**

* Qualifications and/or demonstrated experience with PRINCE2 or similar project or program management methodologies.
* Demonstrated experience in providing governance advice and support to ICT projects to meet budget, time, and quality expectations.
* Experience maintaining a high standard of practice through governance and risk management.
* Ability to demonstrate accountability for the execution and quality of results through professionalism, persistence, and transparency.
* Experience in collaborating and engaging business areas to embrace change.

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| **Important information for applicants** | Recommended applicants will be subject to pre-employment checks before an offer of appointment. Refer to the Applicant guide for more information. |
| **How to apply** | Please provide the following information to the panel to assess your suitability:* Apply through the Smart jobs and careers website.
* Submit your CV or resume (maximum three pages) with a cover letter (maximum two pages) in which you demonstrate how your experience, skills, knowledge and attributes make you the most suitable candidate given the key responsibilities.
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The Queensland Government is reframing its relationship with Aboriginal peoples and Torres Strait Islander peoples.

This can only be achieved by working in partnership as we move forward together with mutual respect, recognition, and a willingness to speak the truth about our shared history.

At TMR, we value the relationships and contributions Aboriginal peoples, and Torres Strait Islander peoples make to our diverse and inclusive workforce and the people of Queensland.