

Position Description



Position: Project Manager
Classification Code: ASO7
Division: Information Services

POSITION DESCRIPTION

Summary of Role:

The Project Manager is responsible for the planning, coordination and delivery of technology projects across Legal Services. The role ensures projects are delivered on time, within scope and budget, and are aligned with organisational strategy, service delivery priorities, and stakeholder expectations.

Leading cross-functional project teams, the Project Manager applies structured project management methodologies to deliver ensure sound project governance and sustainable business outcomes.

Reports to:

Digital Transformation Lead

Direct Reports:

n/a

Key Relationships:

- Digital Transformation team
- Senior Leadership and staff of Legal Services
- Project team members
- External stakeholders, vendors and delivery partners
- Staff from other government agencies

Special Conditions:

The employee:

- may be required to undertake some out of hours work.
- may be required to undertake some intra/interstate travel.
- may be required to work at any Legal Services office as required.
- will undergo periodic National Police Clearances and DHS Working with Children Checks.
- is required to comply with the standards outlined in the Code of Ethics for the South Australian Public Sector, relevant legislation, and Legal Services policies and procedures.
- is required to maintain strict confidentiality in accordance with Section 31A of the *Legal Services Commission Act 1977*.
- is required to participate in performance reviews and development programs.
- is required to attend mandatory in-house training and Mandatory Continuing Professional Development.

Key Responsibilities and Duties:

- Plan, initiate and manage technology projects from conception through to implementation and closure.
- Develop and maintain project artefacts including business cases, plans, schedules, budgets, risk registers and reporting.
- Understand and apply the Legal Services delivery framework of project delivery practices and use the associated tools.
- Ensure project governance is adhered to, including reporting to steering committees and executive stakeholders.
- Engage and manage stakeholders across Legal Services and external organisations to ensure alignment and successful delivery.
- Coordinate cross-functional project teams, including Information Services, Divisions, vendors and consultants.
- Identify and manage risks, issues and dependencies, escalating where appropriate.
- Support procurement and vendor management processes in accordance with government and organisational requirements.
- Facilitate meetings as required to acquire, create or disseminate information relevant to project delivery.
- Monitor project performance and provide regular status reports to the Digital Transformation Lead and stakeholders.
- Support continuous improvement in project delivery practices, tools and methodologies.
- Communicate effectively with persons from a wide range of backgrounds including differing socio-economic and cultural backgrounds
- Actively participate and contribute to responsible and safe work practices by complying with WHS legislation, policies and procedures.
- Embrace diversity and cultural differences in the workplace by displaying respectful behaviour in the workplace.

PERSON SPECIFICATION**ESSENTIAL REQUIREMENTS****Personal Abilities/Aptitudes/Skills:**

- Strong project management, organisational and planning skills.
- Excellent stakeholder engagement, negotiation and communication skills.
- Ability to manage competing priorities and deliver outcomes in a complex environment.
- Strong analytical thinking and resourceful problem-solving ability.
- Good written and verbal communication skills with high level ability to articulate and present complex concepts clearly and concisely.
- High level of professionalism, adaptability and resilience.

Experience:

- Demonstrated experience delivering digital, technology or business projects in a structured environment, with a strong focus on execution and delivery outcomes.
- Strong digital skills and competency in the use of Microsoft Office suite of products, the internet, email correspondence and electronic records management systems.

Knowledge:

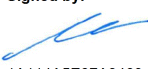
- High level knowledge project management methodologies (e.g., Agile, Waterfall, hybrid).
- An understanding of Workplace Health and Safety and Equal Opportunity principles.

DESIRABLE REQUIREMENTS

- Experience delivering projects within South Australian Government or a comparable public sector environment.
- Familiarity with government procurement, contract management processes, and/or vendor management frameworks.
- Experience working within a digital transformation or service modernisation program.
- Experience working within matrix organisational structures and contributing to multi-project or program environments.
- Exposure to enterprise systems such as document management, case management or service delivery platforms.
- Understanding of change management approaches and supporting user adoption activities.
- Knowledge of the organisation, procedures and operations of Legal Services.

Position Description Approval

Approved by:

Signed by:

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Delegate

29 June 2026

Date