JOB SUMMARY

**Project Manager – Canberra**

|  |  |
| --- | --- |
| Agency: | Australian Maritime Safety Authority (AMSA) |
| Contract length: | 6 months, with an option of a 6 month extension |
| Location: | Canberra |
| Security clearance: | Australian Citizen |
| Work arrangements: | Working onsite full time, 5 days per week |
| Latest start date: | 21 September 2018 |
| Due date: | Tuesday 4 September 2018 4:00pm |

JOB DESCRIPTION

The Australian Maritime Safety Authority (AMSA) is seeking an IT Project Manager experienced in working with property for review, implementation and remediation of WAN, network and infrastructure in delivery of office refits. Will be required for coordination of technical documentation and resources to develop and deliver an agreed SOW within a constrained timeframe.

Work with IT and Property stakeholders to coordinate technical resources, documentation and delivery of office fit outs (IT components e.g. develop & deliver statements of work and requirements)

SKILLS AND EXPERIENCE

**Essential skills and experience**

1. Have an understanding of WAN, infrastructure and network
2. Have experience in coordination of IT components of property refits
3. Have strong stakeholder engagement and communication with internal stakeholders & outsourced vendors

**Nice-to-have skills and experience**

1. Have experience in drafting IT Statement of Work/Requirements as relates to office refits

STEPS TO COMPLETE APPLICATION

1. Complete the Data Collection Form in this document
2. Address the Job/Selection criteria with your relevant experience in this document
3. Submit an application by selecting “Apply Now” on the [Adept Partners](http://www.adeptpartners.com.au/) website
4. Upload this document along with your latest Resume/CV
5. Submit your application

DATA COLLECTION FORM

**Please complete your details in the section below**

|  |  |
| --- | --- |
| Your Name |  |
| Your availability date: |  |
| Required hourly rate (Exc. GST): |  |
| Mobile |  |
| Referee 1: | |
| Name: |  |
| Title: |  |
| Organisation: |  |
| Professionals relationship to you: |  |
| Phone: |  |
| Mobile: |  |
| Email: |  |
| Referee 2: | |
| Name: |  |
| Title: |  |
| Organisation: |  |
| Professionals relationship to you: |  |
| Phone: |  |
| Mobile: |  |
| Email: |  |
| Please detail your present security clearance status (if any): | |
| Clearance Level: |  |
| Date Granted: |  |
| Department: |  |
| Department contact: |  |
| Please detail your citizenship / residency status: |  |

STATEMENT AGAINST THE CRITERIA

**Please provide a statement on your relevant skills and**

**experience addressing the criteria below.**

**The statement should approximately 600 words.**

**Essential skills and experience**

1. Have an understanding of WAN, infrastructure and network
2. Have experience in coordination of IT components of property refits
3. Have strong stakeholder engagement and communication with internal stakeholders & outsourced vendors

**Nice-to-have skills and experience**

1. Have experience in drafting IT Statement of Work/Requirements as relates to office refits

**Candidate Statement against the criteria:**