

# Job Description

Agency	Department of Corporate and Digital Development	Work unit	Human Resource Systems
Job title	Release Manager	Designation	Administrative Officer 7
Job type	Full time	Duration	Fixed to 01/09/2024
Salary	\$111,704 - \$120,171	Location	Darwin
Position number	20014	RTF	292226
Contact officer	Nik Saini, A/ Development Manager on 08 8999 1040 or <a href="mailto:nik.saini@nt.gov.au">nik.saini@nt.gov.au</a>	Closing	01/04/2024
About the agency	<a href="https://dcdd.nt.gov.au/">https://dcdd.nt.gov.au/</a>		
Apply online	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfId=292226">https://jobs.nt.gov.au/Home/JobDetails?rtfId=292226</a>		

**APPLICATIONS MUST INCLUDE A ONE-PAGE SUMMARY ABOUT YOU, A DETAILED RESUME AND COPIES OF YOUR TERTIARY QUALIFICATIONS.**

## Information for applicants – inclusion and diversity and Special Measures recruitment plans

The NTPS values diversity. The NTPS encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, go to the [OCPE website](https://dcdd.nt.gov.au/).

Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](https://dcdd.nt.gov.au/).

## Primary objective

Provide specialist services and advice that ensure effective testing, release and deployment of HR Systems, Across Government Systems

## Context statement

HR Systems provide business applications that run on a variety of computer/programs and technologies. Clients include transactional payroll and employment business areas, government agencies and employees.

## Key duties and responsibilities

1. Constructively lead and effectively manage the change process for the delivery of HR applications.
2. Responsible for the provision of advice on and planning for the delivery of testing, release and deployment strategies, schedules and processes, identification of potential risks, sensitivities and solutions.
3. Manage documentation and protocols to ensure that standards are being maintained throughout system development
4. Provide a liaison point between clients, business analysts, subject matters experts and technical specialists.
5. Develop and maintain effective collaborative partnerships with a range of key stakeholders.
6. Actively participate with the team contributing innovative ideas and participating in all aspects of Branch business.

## Selection criteria

### Essential

1. Experience in managing change in complex environments.
2. Well-developed technical knowledge and proven experience in test management concepts and processes relevant to a business environment.
3. Proven ability to build and sustain positive relationships with team members and clients; and respond to changes in client needs and expectations.
4. Proven well-developed abilities in project management, planning and evaluation, including time and resource management with a proven ability to meet deadlines.
5. Well-developed interpersonal, communication and relationship skills with the ability to provide advice and influence stakeholders across business and technical areas.
6. Demonstrated work ethic and attitude which emulates DCDD values of being professional, accountable, honest, respectful and innovative.

### Desirable

1. Knowledge of Human Resources Systems applications and interfaces.
2. Degree in information technology or related discipline.
3. Relevant Tertiary qualifications or accreditations related to Computer Systems, Business Analysis and ITIL.

## Further information

The successful applicant may be required to undergo a criminal history check. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history. The successful applicant will need to be available after hours to support the successful deployment of changes through the HR Systems.

Approved: March 2024

Alex Evans, Senior Director, AGS