

Role Description

Position Title Smart Cities Project Coordinator

Position Number FPS225

Purpose of Role

Provide innovation and technical expertise in the identifying and developing new approaches to Council business via the use IoT based data from the field and the use of data analytics to assist in decision making.

Specific Responsibilities

- Coordinate a range of projects to ensure the ongoing development and progression of Smart City initiatives across Council.
- Develop and test new approaches to devices and data using a range of technical skills such as programming prototype devices to ingest and store data from an IoT device.
- Prepare system and product specifications to support procurement activities, including the development of budget submissions to support potential pilot projects.
- Engage with relevant staff across Council including group facilitation activities, engagement with vendors, and suppliers and engagement with other local governments.
- Develop and maintain a level of technical expertise sufficient to develop a range of solutions relating to emerging technologies.
- Research and develop business cases for new projects.

Work Experiences and Skills – essential

- Demonstrated relevant experience in a similar role or a role requiring a similar skill set.
- Demonstrated experience in implementing IT and local government solutions into a business environment, managing change, project management methodologies and the realisation of business benefits.
- Experience researching and developing business cases to support technology projects.
- Well-developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.

Academic, Trade Qualifications and other Licences – essential

- Degree in information technology, business systems or other relevant field.
- Current C class driver's licence.

Recordkeeping

In accordance with Council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of Council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with Council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

Work Location

You may be required to perform your role from any work location within the region.

Diversity Undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Organisational Expectations

