



NATIONAL TRUST OF AUSTRALIA (NSW) POSITION DESCRIPTION

Role:	Project Co-ordination Officer: File-System Transformation
Department:	Information Technology
Primary Location:	National Trust Centre (NTC) Observatory Hill, Millers Point, Sydney
Reporting Manager:	Manager IT Systems and Support
Direct Reports:	Nil
Hours of work:	35 per week
Position Status:	Contract (4 months)

Organisation Overview

The National Trust of Australia (New South Wales) is the State's largest community based conservation organisation. It operates a number of important museums and historic properties while also looking after a large collection of objects and archaeological artefacts.

The Trust is established and its role defined by the *National Trust of Australia (New South Wales) Act 1990*.

The Trust is committed to providing educational and cultural services that will enhance public knowledge and enjoyment of these resources.

Vision:	To bring the heritage of New South Wales to life for future generations.
Mission:	Advocate for the conservation of our built, cultural, and natural heritage by engaging with the community and government. Identify, conserve, and protect our built, cultural and natural heritage by example, advice and support. Educate and engage the community by telling our stories in ways that awaken a sense of place and belonging

Primary Purpose

The National Trust IT environment is undergoing rapid transformation within the context of the Organisation's Strategic Plan. The Project Support Officer (contract) role expands the Trust's capacity to deliver concurrent IT projects.

The primary priority of the role is to co-ordinate the File-system/SharePoint project, specifically:

- Develop, in conjunction with the Manager IT, a detailed project plan.
 - Undertake project related admin tasks – including preparation of project documents
 - Complete tasks associated with initial project phases – through to 'build'.
 - Audit, consolidate and rationalise the Trust's existing file-system data in preparation for migration into a new system.
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Key Accountabilities

The position holder has responsibility for the following:

1. Overall Project Planning and Control

Develop project plan.

Schedule and conduct stakeholder meetings.

Document & maintain project control sheet.

Engage with and coordinate third party service providers.

2. SharePoint Project Actions

Complete File-system Discovery Phases:

- Initial discovery of organisations file-system data.
- Undertake data analysis of existing file-system data.
- Determine business unit operational requirements around file-system data.
- Identify, in conjunction with Archives, data retention and taxonomical structures.
- Identify consensus principles/requirements to guide future work.

Complete Technology Partner Selection:

- Identify short list of SharePoint solution providers and develop a high-level scope of work.
- Engage with, and determine solution provider approach and methodology, confirm short list.
- Brief solution providers and secure proposals for the delivery of the definition / design phase.
- Prepare final project / business case and recommendation.

Complete Design Phases:

- Co-ordinate with Solution provider to complete Definition / Design phases.
- Secure a costed project plan for phasing, initial build / implementation, and training.

3. Data Consolidation

Secure and re-organise existing file-system data:

- Consolidate file-system data into centralised storage
- Determine, in conjunction with Archives, an approach for qualitative segmentation
- Re-organise data in preparation for SharePoint transformation

Key challenges

Supporting the National Trust as a highly respected and recognised advocacy, conservation and educational body by:

- Building and maintaining relationships of all relevant external service providers whilst remaining true to the independence of the Trust
- Keeping informed and up to date with the latest information technology practices
- Working across a diverse stakeholder group to deliver the Trust's priorities
- Maintaining high levels of personal enthusiasm, commitment to and involvement in the work of the Trust

Essential Qualifications and Skills

- Strong organisational skills and ability to multitask
- Excellent oral and written communication skills

- Demonstrated project co-ordination experience
- Relevant IT / Project qualifications
- Previous experience co-ordinating SharePoint migration exercises

Desirable

- Recognised credibility and commitment to heritage/conservation

Key Result Areas

Resilience and Courage

- Be open, honest and respectful in dealing with all stakeholders
- Remain calm under pressure and in challenging situations.

Act with Integrity

- Act to prevent and report misconduct, illegal and inappropriate behaviour.

Value Diversity and Inclusion

- Show respect for diverse backgrounds, experiences and perspectives.

Communicate Effectively

- Communicate concisely and clearly with all stakeholders and maintain the goodwill of staff, third party provider and volunteers
- Write fluently and persuasively in a range of styles and formats.

Commitment to Customer Service

- Provide customer focused services consistent with organisational values and objectives.

Work Collaboratively

- Facilitate opportunities to engage and collaborate with stakeholders and external IT providers to develop joint solutions.

Deliver Results

- Achieve results through efficient use of resources and a commitment to quality outcomes.

Think and Solve Problems

- Research and analyse information, identify interrelationships and make recommendations based on relevant evidence.

Demonstrate Accountability

- Adhere to any relevant legislation and policies
- Be proactive in identifying and addressing risk and challenges.

Technology

- Research and identify potential new technologies to benefit the organisation

- Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies.

Inspire Direction and Purpose

- Staff are empowered to deliver results within agreed delegations and with appropriate controls.

Optimise Business Outcomes

- Initiate and develop longer-term goals and plans to guide the work of the Trust in line with organisational objectives.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. Following consultation, the aspects mentioned above may be altered in accordance with the changing requirements of the role.

Final Date: February 2023