



Position Description

Technology Projects Lead

Reporting to:	Director of Technology
Department:	Archdiocesan Technology Services
Location:	38 Renwick St Leichhardt
Employment Status:	Full Time
Modern Award Coverage and Classification:	Award-free
Number of Direct Reports:	3

The Position: The primary purpose of the Technology Projects Lead (**Projects Lead**) is to lead, plan and manage major, critical, or at-risk projects. The Project Lead will also lead development of project & portfolio governance, while managing the prioritisation, and coordinated delivery of the Archdiocese’s technology project portfolio.

This role provides functional leadership across the functions of Change Management, Business Analysis, and existing project management capability, ensuring that technology initiatives and projects are consistently planned, governed, appropriately sequenced, and delivered in alignment with organisational priorities.

- Responsibilities:** The Projects Lead is accountable for:
- Project initiation, planning, and project management of selected major, critical, or at-risk initiatives as required.
 - Leading the governance, prioritisation, and coordination of the technology project portfolio across Archdiocesan Technology Services.
 - Providing functional leadership and coordination of change management, Business Analysis, and existing project management resources, ensuring consistent standards, practices, and delivery discipline.
 - Managing technology project intake, assessment, prioritisation, and scheduling in alignment with organisational priorities and capacity.
 - Maintaining portfolio governance frameworks, delivery standards, reporting mechanisms, and assurance processes.
 - Coordinating project dependencies, sequencing, and resource allocation across concurrent initiatives.
 - Leading project planning, including running vendor selection exercises and development of detailed work/resource plans.
 - Overseeing and supporting project delivery activity, including internal resources and vendor-provided project teams.
 - Providing clear portfolio reporting, delivery insight, and escalation of risks and issues to governance forums.
 - Supporting benefits tracking, change readiness, and delivery performance monitoring across the portfolio.

- Performing other duties as assigned by the Director of Technology from time to time.

Direct reports: The Projects Lead has management responsibility for the following position:

- ICT Projects Officer
- Business Analyst
- Change Manager

Supervisory Responsibilities: The Projects Lead is required to provide day-to-day supervision for one or two team members, and is accountable for:

- Conducting regular team meetings and individual check-ins to ensure clear communication of goals and expectations.
- Participate in the recruitment, induction, and training of new team members, and ensure probationary requirements are clearly communicated, monitored, and reviewed within appropriate timeframes.
- Support the professional development and wellbeing of team members by fostering a positive work environment, ensuring attendance at mandatory learning and development sessions, and conducting regular supervision and annual performance reviews.
- Manage staff leave, timesheets (if applicable), and workflow planning to ensure operational continuity.
- Monitor performance and provide constructive feedback, escalating concerns to senior management as required.
- Promote a positive and respectful team culture aligned with the mission, vision and values of the Archdiocese.
- Ensure team members understand and adhere to all organisational policies and procedures, particularly those relating to health and safety, safeguarding, and appropriate conduct.

Inter-relationships: The Projects Lead will engage with a variety of internal and external groups, primarily including:

- **Director of Technology:** Provide portfolio oversight, prioritisation advice, delivery reporting, and escalation of material risks.
- **Technology Services team:** Coordinate operational impacts, service transition, and sequencing of delivery activity.
- **Service Delivery roles:** Align project releases with operational readiness and service transition requirements.
- **Business Analyst:** Provide functional leadership, prioritisation, and coordination of analysis activities.
- **Change Management resources:** Provide direction and coordination to ensure effective adoption and readiness outcomes.

- **Project Management resources:** Provide delivery coordination, standards, and support across projects.
- **Managed Services Provider and vendors:** Coordinate vendor-delivered project work, reporting, and escalation.
- **Chancery staff and Parishes:** Engage stakeholders on priorities, delivery plans, and adoption expectations.

Qualifications and Experience:

The ideal Projects Lead will have:

- Relevant tertiary qualifications in Information Technology, Business, Project Management, or a related field, or equivalent experience.
- Demonstrated experience managing technology projects and/or portfolios in complex organisational environments.
- Demonstrated experience in leading software selection and implementation partner selection exercises, as well as detailed project planning.
- Demonstrated experience providing leadership across Business Analysis, change management, and project delivery functions.
- Strong understanding of project governance, delivery methodologies, and risk management.
- Experience working with senior stakeholders and governance bodies.
- Demonstrated commitment to the ethos and values of the Catholic Church.

Attributes:

The Projects Lead will demonstrate:

- A professional manner and high level of integrity.
- Strong analytical, organisational, and prioritisation capability.
- Clear communication and confident stakeholder engagement skills.
- A structured and disciplined approach to governance and delivery.
- The ability to balance delivery urgency with organisational readiness and operational stability.
- A commitment to complying with the Archdiocese's standards, policies, obligations and initiatives, particularly in relation to performance, conduct, safety, safeguarding, and modern slavery risk management.

Performance Management:

The performance of the Projects Lead will be assessed on a regular basis having regard to:

- Delivery performance of technology projects and initiatives, including recovery of at-risk projects.
- The effectiveness of portfolio governance, prioritisation, and sequencing decisions.
- The effectiveness of leadership and coordination across Change Management, Business Analysis, and project delivery functions.
- The quality, clarity, and timeliness of portfolio reporting to governance forums.

- Alignment of project activity with technology strategy and organisational priorities.

The Archdiocese is wholly committed to ensuring the safety, well-being and dignity of all children and adults at risk, and acknowledges its important legal, moral and spiritual responsibility to create a safe and nurturing environment for those children and adults at risk. The Archdiocese has a zero-tolerance approach to child abuse. Staff are encouraged to read the [Archdiocese Commitment Statement and Safeguarding Policy](#)

Additionally, the Archdiocese is committed to continuous improvement to assess and address the risk of modern slavery in its operations and supply chains and to report annually on these actions in the form of a Modern Slavery Statement.