

Position Title: Digital Project Professional	Entity: Independent Living Assessment Inc (iLA)
Reports to: Digital Strategy Manager	No of Direct Reports: 0
Industrial Instrument / Job Level: Common Law Contract - Tier Professional	Primary Location: East Perth
Position Requirements	
Primary Purpose The Digital Project Professional will coordinate the delivery of digital initiatives, enhancements, internal process improvements, and follow up on the status of the different initiatives. This role is responsible for identifying and resolving issues in collaboration with the Digital Projects Lead and Digital Strategy Manager, focusing on solutions and risk mitigation. This role involves supporting and regularly engaging with the project teams to ensure timelines are communicated and adhered to, maintaining positive rapport.	
Key Accountabilities/Responsibilities <u>Functional</u> • Identify and understand issues, problems, and opportunities related to the project and problem-solve these with the Digital and Data team, focusing on solutions and ways to mitigate risks. • Represent Project in working group meetings and present on project/deliverables as required. • Regularly engage/communicate with Project team ensuring timelines are communicated and adhered to maintaining a positive rapport with others. • Coordinate delivery of Roadmap initiatives and enhancements, and internal process improvements, often working with external vendors. • Provide feedback/justification regarding achievability of expected delivery times to Digital Strategy Manager • Liaising and dealing with workplace matters that may have high organisational sensitivity • Preparing reports, correspondence, minutes, and briefing notes • Alignment and awareness of projects to existing business functions, to ensure: ○ Cost effectiveness ○ Cultural fit ○ Alignment to strategy ○ Communication plans to internal stakeholders ○ System usage • Perform other duties as required. <u>Operational</u> • Contribute to, and demonstrate by example, iLA's vision, mission and values. • Participate and/or engage in all activities that relate to Group strategic initiatives and key issues. • Engage, plan and organise internal and external stakeholder meetings and maintain a strong network across the industry with suppliers, regulators, customers and other external stakeholders • Contribute to the creation and implementation of the iLA's overall long-term strategy and annual business plans (i.e. think strategically about the group and the organisation).	

People & Culture

- Demonstrate a collaborative style across the organisation and contribute to ensuring 'one organisation' where multifunctional team performance is optimised.
- Respect and value the diversity of the workforce by helping to prevent and eliminate discrimination in the workplace

Health Safety Wellbeing & Environment

- Participate, role model and comply with all health, safety and hygiene policies, systems, and OH&S legislation to maintain an appropriate working environment
- Ensure all incidents, accidents, injuries, hazards or property damage are reported. Identify any relevant safety improvements and work collaboratively with the Work Health and Safety program.
- Contribute to a culture that supports wellbeing.

Budgeting and Administration

- Ensure delivery of services and support within SLAs and agreed budgets
- Ensure all operational and administrative processes are undertaken in accordance with established policies and procedures
- Ensure all documentation and associated processes are maintained and accessible in appropriate formats and designated locations

Key Performance Indicators & Measures

Indicators of effective performance in the position. KPI's are to be SMART goals. They are identified in the PDR to be specific to the individual teams and the position in a specified point in time. .

Key Relationships

Key positions or groups with whom the individual will interact to perform the work of the position.

Internal

- Executive team – ILA COO
- Leadership team – ILA Managers and Leads
- All other teams in the organisation

External

- Community members and families
- Corporate customers
- Sector peers/competitor, peak bodies
- Government representatives and departments
- Consultants, advisors and enterprises
- Suppliers and vendors

Key Behaviours

Behavioural competencies or 'behaviours' are effectively attributes we display as we carry out our work, and 'how'. Below identifies **KEY** competencies (**6-12 key to the role**) integral to the success of this position and the organisation. For this job classification level key competencies critical for success will be primarily be in Operational Behaviours.

[Strategic Behaviours](#)

[Leadership Behaviours](#)

[Operational Behaviours](#)

	☒ Adaptability ☒ Decision Making ☒ Information Monitoring ☒ Project Management ☒ Digital capability ☒ Agile Approach ☒ Stakeholder engagement	☒ Applied Continuous Learning ☒ Build Trust ☒ Communication ☒ Demonstrates Initiative ☒ Energy ☒ Organisation & Self -Management ☒ Results Focused ☒ Teamwork	
General Assessed			
Impact	Technical / Professional Knowledge	Job Fit	Organisational Fit
Work Related Requirements			
Knowledge & Skills (Social, Personal & Technical) & Equipment <i>The knowledge necessary to effectively perform in the position. Specific skills or equipment that the person needs to be able to use. Personal attributes/qualities that are important to the success of this position</i> • Advanced working knowledge and proficiency in the suite of Microsoft Office applications • Hands on experience with project management software, like MS Project, Jira and DevOps • Dynamic, fast paced, and resourceful skillset • Self-driven, excellent organisation and time management skills with demonstrated flexibility and ability to adapt and work autonomously • A strong communicator with the ability to bring together a group of individuals from diverse backgrounds, to work together on a united outcome • Capability to build relationships, effectively negotiate and influence others • Implement change management activities, to achieve successful outcomes • Ability to liaise with senior leaders and key stakeholders both internally and externally • Ability to think and act strategically, exercising sound judgement • Ability to prioritise and meet deadlines, sometimes working with incomplete information • Functional understanding of digital ecosystems and solutions and how they are build • Networking, influencing and relationship building skills			
Work Experience <i>The type and extent of previous work experience that is necessary to perform in the position</i> • Ideally 2 – 3 years’ experience in digital project management including proven coordination of multiple digital projects including web development application lifecycle, concurrently. • Proven ability to gather or define business requirements and translate it into Technical Requirements. • Demonstrated experience providing supporting with ability to achieve business outcomes within defined timeframes and budgets.			

Clearances, Licences or Registrations						
NDIS Worker Screening Check ☒	WWC ☐	Covid-19 Vaccinations ☐	AHPRA ☐	NCCHC ☐	Drivers Licence ☒	Other (specify) ☐
• NDIS Worker Screener Check • Relevant degree qualification (and/or) significant relevant industry and positional experience is required • Current Agile project management accreditation or significant experience is preferred.						
Extent of Authority Authority to act within the scope of your position to perform the objectives and requirements of your position as identified within this Position Description and as directed by your Leader. The extent of the authority may alter from time-to-time at the direction of your Leader.						
Prepared and approved By: Sebastian Rozo Urreta and Shabana Ali Date Reviewed/Modified: 23/10/2025 *All PDs should be sent to P&C for approval and uploading to SharePoint						
Related Documents: PD Work Instructions, Behaviours Guide						
HR Use Only Risk Assessed Role (NDIS Worker Screening Check) Yes, NDIS risk assessed role C) A role for which the normal duties is likely to require more than incidental contact with a person with disability Date the role was assessed: 23/10/2025 Assessed By: Shabana Ali (P&C Business Partner iLA)						