



Job Description Form

Department of Planning, Lands and Heritage

33515092 Project Manager (Kariyarra)

POSITION DETAILS:

Classification Level: Level 7
Award/Agreement: PSA 1992/PSGOGA 2014
Position Status: Temporary Full Time
Organisational Unit:
Division: Regional and Metropolitan Services
Position Location: Perth

REPORTING RELATIONSHIPS:

Responsible to:

➤ 33513163 Executive Manager, Level 8

▲ **This Position: 33515092 Project Manager, Level 7**

WORK DESCRIPTION:

The Project Manager Kariyarra is responsible for project managing and leading the implementation of the Kariyarra Final Agreement, Indigenous Land Use Agreement (ILUA) on behalf of the State.

A Project Manager is required to:
Strategic Management

- Leads and coordinates in a proactive manner across government and non government parties to the agreement, implementation activities as outlined in the Kariyarra Final Agreement (including provision of financial and non-financial benefits) in line with Government objectives and in accordance with all legislative requirements;
- Contributes to the development and implementation of strategies and procedures in relation to operationalising ongoing compliance with the ILUA; and the timely implementation of Crown Land components of the ILUA;
- Ensures that appropriate corporate governance is applied to the activities of the project.

Strategic Project Management

- Strategically leads and manages the Kariyarra Final Agreement project and project team to successfully deliver project outcomes;
 - Works with project stakeholders to provide direction and authoritative advice on land tenure, leaseholds, easements, native title and LAA processes, and legislative requirements and impacts;
 - Facilitates the resolution of land approval and assembly issues with relevant parties to progress Crown land actions identified in the ILUA;
 - Makes statutory decisions on the granting of tenure and easements;
 - Manages and develops comprehensive and integrated project frameworks and plans;
 - Defines and manage project interdependencies, engaging and supporting the wider departmental teams and impacted stakeholders, managing issues as required;
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- Effectively minimises and manages risk across the project and implements effective risk mitigation controls and strategies;
- Manages and provides comprehensive reporting on project status, milestones, critical issues, risks and escalation strategies invoked to achieve project delivery;
- Manages and coordinates significant change and communication strategies to address critical project impacts and outcomes;
- Develops and maintains a comprehensive picture of the project and reports to the Project Steering Committee providing detailed project reporting, advice and recommendations as required.

Stakeholder Engagement and Relationship Management

- Prepares high level documentation including Ministerial briefings and Parliamentary questions;
- Represents the project/Department of Lands in a range of internal and external forums;
- Engages with stakeholders and ensures project linkages and dependencies are widely understood and ensures commitment across interdependent programs and services;
- Consults, liaises and negotiates with lessee and industry groups to gain agreement and to ensure project well placed to achieve outcomes;
- Contributes to positive organisational change and collaborates with key internal stakeholders to align project approach and objectives to the broader improvement strategies of the department;
- Other duties as required.

Corporate Responsibilities:

- Demonstrate and uphold standards and practice of ethical conduct and behaviour as required under the Public Sector Code of Ethics;
- Demonstrate a personal commitment to the ethos of Equal Opportunity principles through personal conduct and daily interaction with colleagues; and
- Demonstrate commitment to the legislative obligations set out in the *Occupational Health and Safety Act 1984*.

WORK RELATED REQUIREMENTS:

In the context of this position, applicants must be able to demonstrate extensive skills, knowledge and experience in:

Essential

1. Demonstrated substantial experience in managing projects and delivering outcomes against agreed milestones.
2. Demonstrated understanding of working with government processes particularly those related to statutory approvals.
3. Highly developed communication, interpersonal and influencing skills, to facilitate cooperation and support in achieving outcomes.
4. Proven strong people management skills including ability to build productive working relationships with diverse stakeholders.
5. Highly developed conceptual, analytical and problem solving skills and an ability to exercise sound judgement and minimise risks.

Special Requirements/ Equipment:

1. Possession of a 'C' class motor vehicle driver's licence.
2. Must be able to undertake occasional intrastate travel.

CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.