



## Job description

### Department of Finance

#### Business Unit Name

---

Position number 00018671

Senior Project Manager

---

#### Position details

---

Classification level	Level 7
Award/agreement	PSA
Organisation unit	North Region
Physical location	Karratha
This role supervises (FTE)	6

#### Reporting relationships

---

Supervisor:

Position number	00018702
Position title	Regional Manager
Classification level	Level 8

#### Our Values

---

Our people and our values are at the core of the actions, behaviours and decisions we make and shape everything we do at the Department of Finance.

- Inspiring and Influential
- Passionate and Committed
- Honest and Respectful
- Bold and Innovative

#### Keyword description

---

Responsible for building infrastructure project delivery including the project management of medium to large risk and medium large value projects.

Leads project teams of in-house and private sector professionals to plan, deliver and maintain buildings for Government.

## **Organisational context**

---

The Department of Finance's vision is driving practical, cost-effective and quality outcomes across government to benefit Western Australians.

The Department of Finance encompasses a variety of businesses:

- Office of the Director General
- Strategic Projects
- Building Management and Works
- Government Procurement
- Office of State Revenue
- Strategy and Coordination
- Corporate Services

This role is positioned within **Building Management and Works (BMW)**. BMW provides a range of services to deliver the State Government's non-residential building program, using extensive in-house expertise in asset and maintenance planning and project delivery. BMW is committed to ensuring probity, value for money and effective risk management in all aspects of its operations.

BMW activities include construction of Government buildings such as hospitals, schools and police stations, management of major State construction projects, management of maintenance contractors for Government buildings, management of the Government's office portfolio, setting capital works and construction policy and administration of a range of heritage and built environment concerns.

Further information on Finance business units is available by visiting [www.finance.wa.gov.au](http://www.finance.wa.gov.au).

## **Work description**

---

This position applies equal opportunity, occupational safety and health and ethical principles and practices in all aspects of this role whilst assisting in providing a fair, safe, enjoyable and innovative workplace.

### **Project Management**

Manages medium to large risk projects (primarily building and construction) to facilitate delivery, including developing project plans.

Develops medium to large risk contracts, including procurement planning, tender documentation and evaluation, contract formation, and contract management plans in consultation and negotiation with stakeholders.

Provides specialist advice on significant project and contract management issues.

Develops alliances between contractors, suppliers and stakeholders.

Manages contracts and contractors to ensure that projects are completed to approved scope, budget, time and quality.

Co-ordinates and participates in supplier selection processes.

Develops and ensures a consistent approach to the application of the Strategic Asset Management Framework across all projects.

Monitors and reports on progress of works and maintenance of records.

### **Asset Planning**

Leads the development of Business Cases in conjunction with owner agencies.

Assists owner agencies in the development of asset plans

Provides strategic asset management advice that supports the development of the program.

Interprets strategic plans, provides guidance and direction to owner agencies as appropriate.

### **Leadership and Management**

Undertakes management and leadership of project teams which may include managing multiple work groups.

Develops and mentors regional staff.

Monitors and ensures compliance with Government, agency and public sector standards.

Processes and facilitates education and awareness where appropriate.

Contributes to the development of Divisional strategies and policies as they relate to project management and contracting.

### **Interpersonal and Communication**

Liaises with owner agencies and procurement professionals and maintains relationships to ensure project outcomes are met.

### **Problem Solving and Negotiation**

Leads dispute resolution processes to resolve problems/issues associated with contractual disputes.

### **Other**

Assists in providing a fair, safe, enjoyable and innovative workplace and ensures good human resource management and risk management principles are practices in accordance with Departmental standards and guidelines.

Performs other duties as directed.

## **Work related requirements**

---

A clear demonstration of the Department's values is a prerequisite for appointments.

### **Essential**

Highly developed interpersonal and communication skills with the ability to liaise and consult effectively at senior levels in the private and public sectors.

Highly developed problem solving and negotiation skills.

Extensive experience in project management.

Extensive leadership and management experience.

### **Desirable**

Experience in the building or construction industry.

Sound knowledge of Government procurement standards and practices.

A degree in project management, engineering, architecture, or equivalent discipline related to the duties of the position.

### **Pre-employment requirements**

Australian Permanent Residency status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.

### **Appointment is subject to:**

100 point identification check; and

Criminal Records Screening clearance

### **Special equipment/requirements**

---

NIL

### **Certification**

---

Verified by: *Kelly Aresti, Human Resources Consultant*