



## POSITION DETAILS

**Position Title**

Principal Strategy and Project Officer

**Position Number**

13114

**Classification Level**

Level 7

**Award/Agreement**

Public Service Award 1992 /  
Public Service and Government Officers  
General Agreement 2017

**Division/Directorate**

Infrastructure

**Branch/Section**

Infrastructure Culture and the Arts

**Physical Location**

Perth

**Effective Date**

17/12/2018

**Employment Type**

Permanent

Full time

## REPORTING RELATIONSHIPS

**Position reports to**

13783 – Executive Director Infrastructure – Class 1

**Positions reporting to this position**

## PURPOSE OF THE POSITION

- Manages the coordination, planning, design and delivery of capital works projects within the Department.
- Develops business cases for funding of programs and works and other documents required to comply with the Strategic Asset Management Framework.
- Manages the development and delivery of infrastructure programs and funding, including preparing business cases and developing and implementing delivery processes and reporting frameworks required by the Strategic Asset Management Framework
- Plans, develops and implements strategic initiatives aimed at optimising asset performance.
- Facilitates the development and implementation of strategic goals and plans and translate these into clearly articulated programs, projects and operational plans to be actioned.
- Develops, implements and engages in across government partnerships for infrastructure, precinct planning and strategies.



## ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

MISSION	VISION	VALUES
Enlivened and successful communities and economy	To facilitate lively communities and economy and the offering of outstanding and inclusive sporting and cultural experiences	Vision Excellence Diversity Leadership Integrity

### DLGSC Objectives

- To partner with local government to deliver good governance to community
- To promote participation and achievement in sport, recreation, culture and arts
- To support and grow the cultural industries
- To promote the benefits of cultural diversity and social inclusion
- To provide opportunities in the hospitality sector by reducing red tape on the liquor and gambling industries
- To celebrate Aboriginal culture and preserve history and traditions

### DLGSC Approach

We will achieve this by:

- Working collaboratively across other State Government departments
- Creating synergies and find efficiencies in business functions
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of Government targets
- Community focussed engagement and partnerships

## DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

1. Strategic planning
  - Identifies, develops and implements feasibility studies, business cases and project proposals, resulting from the Strategic Asset Planning process.
  - Develops innovative responses to operational and portfolio issues to meet strategic and operational objectives.
  - Contributes to the formulation, implementation and evaluation of strategic and operational plans.
  - Designs, implements and evaluates strategies, methodologies and systems relating to asset, property, project, contract and data management.
  - Develops, implements and engage in across government partnerships for infrastructure and precinct planning, e.g. Metropolitan Redevelopment Authority, Office of Government Architect, Department of Planning, Landcorp and City of Perth.
2. Project, programs, and contract management
  - Initiates, leads and manages activities within infrastructure planning and strategy area; including feasibility studies, business cases, and project proposals.
  - Initiates, leads and manages activities within infrastructure programs area; including existing infrastructure improvement program
  - Establishes strategic projects in consultation with key stakeholder groups and identifies significant anticipated impacts on divisional outcomes
  - Initiates, leads and manages complex capital works projects to achieve operational and strategic outcomes.
  - Financial management of associated budgets.
3. Innovation and improvement
  - Leads research activities to develop evidence-based responses and recommendations to support development implementation and evaluation of infrastructure related programs, projects and key activities.
  - Researches and evaluates program and service delivery effectiveness and performance identifying options for improvement and change.
4. Relationship management
  - Develops relationships with strategy and planning professionals across government, industry, community and academia contributing to ongoing improvements in public policy and service delivery.
  - Engages with a range of senior level stakeholders within government, industry, academia and community in order to communicate, collaborate, influence develop or advocate for the department's policy position.
  - Communicates strategic direction and operational plans internally and externally.
  - Prepares and guides the preparation of reports, briefing notes, policy papers and correspondence for use by the Minister and Executive Management.
  - Leads and develops staff in accordance with departmental policies and compliance obligations.
  - Represents the Infrastructure Division externally as required.
5. Other duties as required with respect to the skills, knowledge and abilities of the employee.

## COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

## WORK RELATED REQUIREMENTS

- Essential pre-employment requirements: Nil
- Criminal history record check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.
- Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.
- Applicants should demonstrate their capacity to meet the following criteria, which should be read in conjunction with the specific responsibilities of this role.

### Essential

1. High-level conceptual, analytical, planning and decision-making skills.
2. Significant experience in the planning and delivery of infrastructure projects; including project and contract management.
3. Demonstrated high level interpersonal, written and oral communication skills.
4. Proven capacity to plan and deliver on strategic outcomes.
5. Ability to work collaboratively and inclusively to achieve organisational goals.

### Desirable

1. Bachelor degree or higher in architecture, engineering, urban planning or similar field.
2. Experience in architecture, urban planning, or infrastructure capital works related project management and planning.

## ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

### Special Conditions

- A current (within six months) National Police Clearance certificate will be required.

### Appointment is subject to:

- 100 point identification check; and
- Criminal Records Screening clearance.

### Training:

- Complete induction within three months of commencement;
- Complete any training specific to the role required by Departmental policy; and
- Complete the department's Accountable and Ethical Decision Making within six months of appointment eg. duties required to undertake the role

## CERTIFICATION

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

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**Executive Director Infrastructure**

15 January 2019

*I have read and accept the responsibilities of the Job Description Form.*

*The position's duties are to be performed in accordance with the Department's Code of Conduct.*

.....  
**Employee signature**

**REGISTERED**

DEPARTMENT OF LOCAL  
GOVERNMENT, SPORT AND CULTURAL  
INDUSTRIES

Initials: BP

Date: 15.02.2019