



# Project Manager Coastal Engineering

**Branch:** Coastal Management  
**Directorate:** Maritime  
**Position Number:** 00026849  
**Classification:** Specified Callings Level 3  
**Physical Location:** Fremantle (Newman Court)  
**Award/Agreement:** Public Service Award & Public Sector CSA Agreement 2024

## Our purpose: Empowering a thriving community

The Department of Transport and Major Infrastructure (DTMI) together with Main Roads WA and the Public Transport Authority forms the Transport Portfolio. DTMI seeks to connect people and places to keep Western Australia moving towards a safer, healthier, and more sustainable future.

Join us and work in a role where you can bring your best self to work and leave work having been seen and heard, and able to contribute meaningfully to the communities throughout Western Australia. DTMI promotes a diverse workforce and embraces a high standard of equal opportunity, health and safety, and ethical practice. DTMI is a values-based organisation committed to empowering a thriving community.



Working **together**, we get things done.



Looking after **ourselves** and supporting **others**.



Always open to **possibilities**.



Taking ownership, we **deliver**.

## Overview of the directorate

The Maritime Directorate is responsible for meeting the challenges and maximising the opportunities presented by the vast WA coastline and facilitating the safe and sustainable use of navigable waters. Responsibilities include oceanographic data collection, management of our fragile coastline, strategic coastal planning, design and delivery of recreational and commercial boating infrastructure, management of maritime facilities, management of maritime environmental emergencies, management of operational initiatives and the performance of Harbour Master functions within SPA ports throughout the State. The Directorate promotes the professional development of its staff by encouraging active participation in Maritime emergency activities and inter-directorate projects in line with operational requirements and employee interests. To meet the needs of its customers and balance the competing demands placed on one of the State's greatest assets, the Maritime Directorate actively engages with other State, Commonwealth, and local government authorities, the private sector, and the community. The Directorate is dedicated to the enhancement of the WA coast and safe and sustainable use of navigable waters. A flexible management approach encourages staff to participate in projects across the specialist project areas, offering job diversity in a stimulating and collaborative work environment that prides itself on being supportive and friendly.

## Overall purpose of the role

Responsible for the investigation and specialist coastal advice on physical coastal processes and climate change factors, with respect to future coastal engineering solutions and coastal vulnerability along the Western Australian coastline, to support sustainable coastal management and maritime planning.

## We recognise and nurture leadership in all contexts.

We consider all our people to be leaders, whether leading a team, a technical function or leading themselves. As such, we expect our people to adopt the expected behaviours and associated mindsets outlined in [Building Leadership Impact](#) and described fully in [Leadership Expectations](#).

The leadership context of this role is Leading Others. We provide opportunities to develop and mature your behaviours so you can have a greater leadership impact.

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## Work description

### PROJECT MANAGEMENT

Undertakes needs assessment, user and stakeholder liaison, preliminary investigations, project concept planning, feasibility studies and risk assessments regarding coastal vulnerability to establish project scope.

Undertakes research, project investigations (including field work), testing, studies and provides advice and reports on wave action, tides, currents, littoral drift, geotechnical and environmental conditions and other climate change coastal issues that impact on the Department or private development in the coastal zone.

Undertakes project design, budget and program preparation and achieves statutory, client and departmental approvals as required.

Provides specialist advice for, or manages, the tender process, including writing of tender documents, tender evaluation and selection of consultants and contractors for projects supporting sustainable coastal management and maritime planning.

Provides specialist advice on the construction process, including programming and expenditure control and site supervision.

Manages the hand-over process from design and approvals to project delivery, including reporting on project deliverables, opportunities for improvement, and required monitoring, quality assurance and review.

### ADMINISTRATION

Ensures effective communication with coastal managers, community members, relevant authorities, consultants and contractors, and represents the Department on public and industry committees as required.

Prepares responses to parliamentary questions, ministerials and briefing notes.

Ensures efficient and effective management of all relevant project documentation, including reports, files, drawings, data sets and tender and contract documents.

Responds to requests from external parties for information held by the Department.

Contributes towards the ongoing improvement of procedures, work instructions and guidelines for project and contract management, through maintaining adequate understanding of current industry practice.

Other duties as required.

## Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

### Criteria

#### ESSENTIAL:

1. Qualification in Engineering and eligibility for professional membership of the Institution of Engineers Australia.
2. Substantial experience associated with the investigation of coastal engineering and maritime planning related works..
3. Substantial experience in planning, design and construction of coastal, maritime and/or civil engineering infrastructure projects.
4. Substantial experience in project management of maritime and/or coastal engineering infrastructure projects, including the management of consultancy contracts.
5. Well-developed written and verbal communication, interpersonal and negotiation skills.
6. Understanding of, and experience in applying, quality management principles and continuous improvement methods to workplace procedures and practices.

#### DESIRABLE:

1. Experience in asset management of coastal and/or maritime structures.
2. Experience in the contract management including supervision of contractual works.

## Reporting relationships

Manager Coastal Engineering and Management, Specified Callings Level 5



Principal Coastal Engineer, Specified Callings Level 4



**This Position**



Nil

## Allowances/Special conditions

1. Regular intra-state travel.
2. Personal Computer running coastal modelling software.

## Certification

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

**Executive Director  
People and Culture**