



Job Description Form

Project Manager

Position Details

Position Number: Generic

Classification: Level 7

Award/Agreement: Public Sector Award and Agreement

Organisational Unit: Housing Policy and Development / Housing Delivery and Asset Maintenance / Major Projects and Complex Programs / MPCP Construction

Location: Perth Metropolitan Area

Classification Date:

Effective Date: February 2026

Reporting Relationships

This position reports to:

Project Portfolio Manager, 012629, Level 8

Positions under Direct Supervision:

This position may supervise a small team and oversee project resources as required.

Role Statement

This position oversees the strategic and operational management of the Department's key priority projects and initiatives.

The role provides project management and support to expedite the timely completion and delivery of key priority projects.

The position also manages strategic stakeholder engagement and collaboration to achieve project outcomes that support pathways to individual, family and community wellbeing.

Position Duties and Responsibilities

1. Shapes and Manages Strategy

- 1.1 Provides specialist advice on project-related policies, procedures and issues.
- 1.2 Contributes to the policy and planning, feasibility and operational budgets in relation to key priority projects and initiatives.
- 1.3 Contributes to the development, implementation and continuous improvement of project management policies, procedures, templates and tools, and ensures the adherence with project governance methodology, frameworks and standards across all projects.

2. Achieves Results

- 2.1 Plans, establishes and manages the development of project plans, resource plans and budgets for the implementation and management of projects.
- 2.2 Ensures that the proposed and implemented strategies are compliant with corporate and project governance frameworks and relevant legislation.
- 2.3 Identifies, investigates, analyses and proposes strategies to resolve issues identified during the implementation and operations in consultation with stakeholders.
- 2.4 Manages projects that are typically complex and/or high risk.
- 2.5 Leads project teams to deliver on project outcomes.

3. Builds Productive Relationships

- 3.1 Involves team members in decision-making, empowers, motivates and develops the diverse talents of the workforce and deals with under-performance promptly.
- 3.2 Leads dispute resolution processes to resolve problems and issues associated with contractual and other issues.
- 3.3 Leads, manages and mentors multidisciplinary, interagency and multi-tasked project teams and promotes synergy in the achievement of project deliverables.

- 3.4 Liaises and influences key stakeholders to ensure client project needs are met.
- 3.5 Creates and contributes to a climate of cooperation, respect and trust.
- 3.6 Develops and mentors project resources, key staff and stakeholders.
- 3.7 Represents the Department at meetings, forums and working parties as required.

4. Communicates and Influences Effectively

- 4.1 Seeks to resolve conflict and find mutually beneficial solutions based on a strong understanding of key issues.
- 4.2 Prepares briefing notes, executive submissions, and responses to Ministerial and Parliamentary enquiries.

5. Personal Integrity and Self-Awareness

- 5.1 Monitors and ensures compliance with Government legislation and agency policy.
- 5.2 Applies Equal Opportunity and Diversity, Work Health and Safety and ethical principles and practices in all aspects of this role.
- 5.3 Shows initiative to progress work and undertakes other duties when required.

Corporate Responsibilities

1. Exhibits accountability, professional integrity and respect consistent with the Department's Values, the Code of Conduct, and the public sector Code of Ethics.
2. Actively participates in the Department's performance development process and pursues professional development opportunities.
3. Participates in emergency or critical event response management duties as required.
4. Undertakes other duties as required.

Work Health and Safety Responsibilities

All Employees (and Volunteers / Trainees / Contractors)

1. Take reasonable care for your own health, safety and wellbeing at work, and that of others who may be affected by your actions or omissions; and comply and cooperate with safety and health policies, procedures and applicable legislated requirements.

Supervisors (if applicable)

2. In addition to the Employees WHS responsibility, ensure as far as practicable, the health, safety and wellbeing of staff under your supervision through the provision of a safe workplace in accordance with health and safety legislation.

Essential Work-Related Requirements (Selection Criteria)

1. **Shapes and Manages Strategy**

- Proven ability in project Initiation including the design, development, implementation, delivery, evaluation and review.
- Highly developed conceptual, research, analytical and problem-solving skills, including initiative and the ability to identify issues and remedies.

2. **Achieves Results**

- Demonstrated delivery of complex projects, including the ability to deliver agreed outcomes within specified timeframes.

3. **Builds Productive Relationship**

- Proven ability in building and sustaining relationships, contributing to the achievement of project and team outcomes, individually and through collaboration and cooperation, motivating team members and engaging key stakeholders.

4. **Communicates and Influences Effectively**

- Highly developed communication, interpersonal and negotiation skills, with the ability to liaise at all levels and present ideas and tasks clearly and accurately.

Desirable Work-Related Requirements (Selection Criteria)

1. Possession or progress towards a Tertiary qualification in a relevant area (e.g., Business, Project Management, Community Services) or the equivalent experience.

Essential Eligibility Requirements / Special Appointment Requirements

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.

2. Candidates possessing international qualifications must provide assessment by the Overseas Qualification Assessment Unit (OQU) from Department of Workforce Development and Training WA or OQU assessment from another state for approval as an equivalent by the Executive Director, Department of Commerce.