



# Project Manager or Strategic Project Officer

## POSITION DESCRIPTION FORM

**Region / Portfolio:**

Various

**Position Description Number:**

Generic 17

**Directorate / Command / District / Division:**

Various

**Rank / Level / Band:**

Level 7

**Work Unit:**

Various

**Employment Conditions**

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Industrial Agreement/Award: Current PSA PSCSAA and Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Various

**Position Objective**

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Initiates, manages and implements large scale projects to investigate complex issues of corporate significance and develops cost effective and workable solutions that meet client needs and contributes to the achievement of the Western Australia Police Force's mission statement and strategic business plans.

**Role of Work Unit**

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WA Police Force is the State's principal law enforcement agency, responsible for the largest police jurisdiction in the world and services a growing population. WA Police Force provides services to the community in maintaining public order; the protection of life and property; the prevention, detection and prosecution of crime; and the rendering of assistance to those in need.

This position is found in a number of work units across the Agency.

**Reporting Relationships**

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This position reports to:

- Line Manager/ Director/ Steering Committee,  $\geq$  Level 8 /  $\geq$  Superintendent (dependent on the project)

Direct reports to this position include:

- Various, dependent on the project

Total number of positions under control: Various, dependent on the project

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## Key Accountabilities

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### 1 Project Management (95%)

- 1.1 Manages and leads project teams undertaking significant corporate projects to investigate major issues and develop and implement Agency initiatives.
- 1.2 Develops detailed project statements, strategies and action plans to achieve project objectives and where necessary integrate the project with associated project/s.
- 1.3 Develops and applies a risk management plan to ensure that all project objectives are met within the Agency's accountability framework and timeframes.
- 1.4 Identifies, costs, acquires, allocates and manages resource requirements (human, physical and financial).
- 1.5 Coordinates the tendering, selection and management of consultants and external service providers as required.
- 1.6 Manages and conducts the investigation and analysis of complex issues, policies, practices, and/or procedures to identify relevant factors and make recommendations for further consideration or action.
- 1.7 Monitors progress of project/s to ensure that milestones and performance indicators are met within time and budget constraints and investigates and negotiates change proposals with relevant stakeholders.
- 1.8 Ensures that areas having an interest in, or which will be impacted by, the project are kept fully informed throughout the project life.
- 1.9 Negotiates with consultants, external agencies and WA Police Force personnel at all levels as required.
- 1.10 Manages the implementation of project outcomes, including negotiating with senior managers as required.
- 1.11 Directs and co-ordinates the development of strategies and methods to evaluate the effectiveness of implemented initiatives and provides recommendations on remedial action where necessary.
- 1.12 Represents the WA Police Force on committees and prepares briefing papers as required.
- 1.13 Consults with WA Police Force personnel at senior levels, external stakeholders, government agencies, private enterprise and community groups.
- 1.14 Develops, manages and implements the project/s and makes decisions within Agency guidelines in regard to the planning, operational, technical and management functions, budget expenditure and the utilisation and deployment of resources associated with the project.

### 2 Other (5%)

- 2.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 2.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the Agency's professional standards and Code of Conduct including reporting wrongdoing.
- 2.3 Undertakes other duties as directed.

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## Work Related Requirements

### Essential

### Context in which work related requirements will be applied and or general standard expected.

Leadership skills

Leading and managing project teams investigating complex issues.

Project Management experience

Initiating, developing, managing and implementing projects at a Corporate level. Managing resources (human, physical and financial) and ensuring their optimal usage. Utilising computer software to effectively manage and track project progress.

Communication & interpersonal skills

Preparing reports, briefing papers and recommendations. Presenting oral reports to management. Negotiating at a senior level and liaising with internal and external stakeholders at all levels.

Conceptual & analytical skills

Conceptualising and analysing complex issues to provide feasible solutions. Conducting research to consider evidence based solutions. Evaluating project outcomes.

Planning and organisational skills

Managing a multi-faceted workload in a complex environment.

### Desirable

Possession of, or progress towards a relevant tertiary qualification

## Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

## Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is: [Leading Leaders](#)

## Certification

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

Position Title and Work Unit	Name	Date
A/Organisational Design Consultant Organisational Design & Analysis	Pamela Soares	03/05/2024
A/Executive Manager Organisational Design & Analysis	Martine Dimond	03/05/2024

**POSITION PARAMETERS**  
(DO NOT REMOVE)

**PROJECT**

The project, or project component, is *typically*: -

- large, significant and high risk;
- broadly defined by the project sponsor in terms of outcomes, however, the scope and specifications need to be delivered by the project manager;
- completed by team/s under limited or general guidance;
- of significant impact on the Agency, i.e., has a considerable corporate/strategic impact on core business or operations.

An incumbent in this position: -

- operates at a strategic management level
- develops high level strategies, plans, proposals and project scopes for endorsement by the executive or Steering Committee;
- has significant accountability for the structure, management and output of subordinates;
- often manages more than one project

**JUDGEMENT**

High level judgement is required in the planning, technical and management functions associated with the project.

Significant judgement is required in integrating the project/s with the agency's strategic business plan.

Specialist knowledge, significant experience and initiative are required to solve problems which are often highly complex and unique.

**AUTONOMY**

The position has significant autonomy to manage and direct the projects. Changes to outcomes must be endorsed by the project sponsor/Executive.

**ACCOUNTABILITY**

The position has strategic responsibility and accountability for the *overall management* of the project and the quality of recommendations and advice provided to the project sponsor/Executive.