



Position title Principal Project Manager		Position number 023213
Classification level Level 7	Award/Agreement PSA 1992 / PS CSA Agreement	Effective date March 2026
Division and Directorate Corporate Services & Major Infrastructure Projects	Branch Project Delivery Team	Location Perth CBD

Mission	Principles	Values
<ul style="list-style-type: none"> A fair, just and safe community for all Western Australians 	<ul style="list-style-type: none"> High performing and professional Ethical and accountable Trained, safe and supported 	<ul style="list-style-type: none"> Respecting rights and diversity Fostering service excellence Being fair and reasonable

Reporting relationships

Responsible to:	020685	Level 9	Director Corporate Services & Major Infrastructure Projects
This position:	023213	Level 7	Principal Project Manager
Direct reports:	Various	Various	Various as the project requires

About this position

The Corporate Services and Major Infrastructure Projects Directorate is responsible for leading and enhancing the Department's major infrastructure planning and delivery to meet strategic and business needs whilst ensuring compliance with all relevant legislation at a time where the Department is going through a major building program. The Directorate provides high level support and expertise to support Corporate Services and Operational Project Managers in the development of detailed project management documentation for capital works projects.

The Principal Project Manager leads the management of long term and complex projects and resource allocation to align and support the Justice Strategic Asset Plan. The position is expected to develop and maintain effective relationships with internal and external stakeholders, and work closely with Department of Finance to support the planning and delivery phase of major projects.

Key deliverables – what this position involves

- Lead and manage the output of complex/sensitive and/or difficult projects.
- Lead, coordinate and undertake critical and thorough research and analysis.
- Provide specialist advice on projects and issues arising during the project.
- Consider future trends, organisational needs and government objectives when establishing project plans.
- Ensure appropriate systems are in place to assist in the management of information related to the project.
- Manage and lead consultation processes that contain key stakeholders across the Department and other agencies demonstrating a high level of negotiation and communication skills.

- Develop and implement policies and strategies as they relate to these projects.
- Provide reports and submissions on project status as well as briefing and discussion papers.
- Demonstrate a commitment to adhere to the Department’s Code of Conduct, Public Sector Commission’s Ethical Foundations and Equal Employment Opportunity legislation.
- Demonstrates the expected behaviours of the context for this role.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Leadership expectations – our expectations of you

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.

For this role, you will be someone who exhibits behaviours and mindsets within the leadership context of [Leading Others](#).

Essential selection criteria – what you need to bring to this role

<p>1 Role specific requirements</p>	<ul style="list-style-type: none"> • Excellent project management skills and experience, involving ability to: manage a variety of projects of a sensitive, difficult and/or complex nature; prepare project plans; and manage resources, including contracts and procurement documents and processes, to achieve outcomes. • Well-developed analytical skills to conduct high level and critical research and analysis on a range of identified issues, developing practical and innovative solutions. • Excellent written, oral and interpersonal communication skills including the ability to work with a wide range of people at different levels of an organisation and prepare extensive written reports. • Extensive knowledge and experience in the implementation of change/reform. • Demonstrated subject matter knowledge or experience in capital works project planning and delivery including the development of briefs and other project documentation in accordance with the requirements of the Department of Treasury Strategic Asset Management Framework.
<p>2 Lead collectively Seek and build key relationships, work together and focus on the greater good.</p>	<ul style="list-style-type: none"> • Knows how their work and the work of others align to broader agency goals. • Manages their work priorities and those of others and outcomes. • Addresses team issues. • Monitors progression to ensure deliverables are met. • Builds and supports effective work relationships.
<p>3 Think through complexity Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.</p>	<ul style="list-style-type: none"> • Applies critical thinking techniques to develop a range of options. • Uses their knowledge and skills and those of others to refine options. • Is solutions focused. • Understands the need for compliance to minimise risk.

Essential selection criteria – what you need to bring to this role	
<p>4 Dynamically sense the environment Be in tune with the political, social and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.</p>	<ul style="list-style-type: none"> • Remains aware of evolving team needs. • Seeks input of others before acting. • Adapts style depending on situation.
<p>5 Deliver on high leverage areas Identify priorities, pursue objectives with tenacity and be resilient in the face of challenges.</p>	<ul style="list-style-type: none"> • Understands and can communicate the essential priorities. • Is able to identify and understand work area priorities and adjust as required. • Is able to monitor, adapt and ensure work priorities are incorporated into work activities. • Explores and seeks opportunities for innovation. • Scans the environment for possible obstacles and intervenes early to navigate setbacks.
<p>6 Build capability Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.</p>	<ul style="list-style-type: none"> • Accepts they contribute to the development of others in a team or work group. • Leads by example and supports others with growth and development. • Embraces and encourages diversity within the workplace. • Responsible for fostering a positive sector culture.
<p>7 Embody the spirit of public service Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interests of the public good.</p>	<ul style="list-style-type: none"> • Shows workplace actions embody the spirit of public services. • Demonstrates empathy, compassion, integrity, and humility. • Supports others to excel. • Assumes responsibility for supporting others to embrace the spirit of public service.
<p>8 Lead adaptively Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.</p>	<ul style="list-style-type: none"> • Continuously seeks opportunities to develop own knowledge, skills and expertise. • Recognises their impact on others and acts to model appropriate and suitable behaviours. • Seeks feedback from others to enhance personal effectiveness. • Embraces, leads and supports others through change. • Sources and seeks feedback from others to enhance leadership.
<p>Desirable selection criteria <i>Not considered essential to perform the role but may contribute to the ability to undertake the role.</i></p>	
<p>9 Qualifications, knowledge and/or experience</p>	<ul style="list-style-type: none"> • N/A

Special requirements, licenses, accreditations, and conditions

- The position holder must possess a current valid motor vehicle driving licence.
- The position holder may be required to travel within Western Australia for operational purposes.

HR Certification

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