



Program/Project Manager

POSITION DESCRIPTION FORM

Region / Portfolio:

Various

Directorate / Command / District / Division:

Various

Work Unit:

Various

Position Description Number:

Generic 524

Rank / Level / Band:

Level 6

Employment Conditions

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: Perth

Position Objective

Provides guidance and advice to stakeholders undertaking corporate projects from project approval through to project implementation, delivery and post project reviews. Provides direction to projects and programs in raising awareness of the appropriate governance processes, risk mitigation activities and quality assurance of delivery.

Role of Work Unit

Western Australia 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

This position reports to:

- Executive Manager/State Command Superintendent/Level 7

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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Key Accountabilities

1 Project Management (55%)

- 1.1 Monitors project performance liaising with Project Managers and Senior Responsible Owners (SRO) during the project delivery phase, monitoring timeframes and budget burn rates.
- 1.2 Contributes to and where required, coordinates Gateway Reviews of projects with large or high-risk procurement deliverables.
- 1.3 Integrates risk management processes and strategies with the planning and implementation of corporate projects.
- 1.4 Undertakes compliance audits of corporate projects to evaluate and assess risk, quality and adherence of project plans to project management standards and processes.
- 1.5 Maintains and monitors risk and issue registers and treatment plans.
- 1.6 Supports and assists Project Managers to develop foundation project documentation and artefacts.
- 1.7 Provides support and guidance to Project Managers and stakeholders to manage project interdependencies, understanding the risk and impact to the project.
- 1.8 Understands program/project objectives and provides guidance to program/project managers to identify benefits and measurable improvements expected from project outcomes, aligned to the strategic objectives of the agency.
- 1.9 Prioritises benefits and business change required to inform the development of plans for achieving project and strategic objectives.
- 1.10 Contributes to the development of policy, frameworks and strategies to achieve process and organisational change in support of effective project management.
- 1.11 Identifies, develops and implements ways of promoting and sustaining a project management culture and proactively promotes Project Management methods and standards.
- 1.12 Provides mentoring, advice and guidance to Project Boards, Project Managers and key stakeholders, including guidance on risk and issue management, quality and change management, benefits realisation and setting project tolerances.
- 1.13 Develops and mentors project practitioners including board members, project managers and stakeholders.
- 1.14 Identifies and manages project interdependencies with Project Boards and Project Managers.

2 Stakeholder Management (40%)

- 2.1 Provides high level advice and guidance on risk and quality assurance management to relevant corporate project/program stakeholders.
- 2.2 Provides high level expert advice and support to SRO, Project Managers and members of the Project Management Office on project management governance, methodology and processes.
- 2.3 Develops and maintains strong working relationships in order to effectively influence, consult and negotiate with key stakeholders to facilitate the successful implementation of corporate projects.
- 2.4 Provides guidance and advice to Project Managers and project team members on delivery assurance processes and standards and the resolution of delivery assurance issues.

3 Other (5%)

- 3.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 3.2 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.
- 3.3 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.

Program and project management skills	Providing advice on the development, documenting, implementation and evaluation of project management, governance and quality assurance activities in corporate projects using appropriate industry standards and techniques. Overseeing simultaneous projects. Understanding all aspects of Project and Program governance, project management and project quality assurance methodologies.
Communication skills	Providing high level advice and consultancy service in corporate projects processes. Establishing and maintaining effective working relationships with key stakeholders to ensure the successful delivery of corporate projects. Negotiating with a wide range of stakeholders within and external to the Agency. Preparing reports and general correspondence.
Conceptual and analytical skills	Conceptualising and analysing issues at a strategic level. Providing advice and direction on the development and implementation of effective solutions to complex and unique problems.
Organisation and planning skills	Prioritising workloads and competing issues in a complex and demanding environment. Developing work plans and schedules for delivery of products within deadlines.
Ability to work in a team environment	Working as part of a team and participating in project teams. Facilitating stakeholder engagement. Providing assistance to team members.

Desirable

Possession of or progression towards a relevant tertiary qualification	Project Management or relevant discipline
Ability in the application of a project management methodology	Prince2 Practitioner or Project Management Professional (PMP)

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 Others](#)

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 BLI
Executive Manager Organisational Design & Analysis	Julie Ismail	22/08/2022