



## Job Description Form

# Project Manager - Construction

### Position Details

**Position Number:** Generic

**Classification:** Level 6

**Award/Agreement:** Public Sector Award and Agreement

**Organisational Unit:** Housing Policy and Development / Housing Delivery and Asset Maintenance / Construction / Construction Delivery 2

**Location:** Perth Metropolitan Area

**Classification Date:**

**Effective Date:** April 2026

### Reporting Relationships

**This position reports to:**

Senior Project Manager - Construction, Level 7

**Positions under Direct Supervision:**

Management responsibility for direct reports will vary depending on the nature and complexity of projects.

## Role Statement

This role is responsible for the delivery and management of medium complexity construction projects including Remote Communities. The Project Manager may work with the Senior Project Manager on the delivery of more complex construction projects to support the delivery of the Department of Housing and Works strategic directives and outcomes.

## Position Duties and Responsibilities

### 1. Shapes and Manages Strategy

- 1.1 Supports the Departments purpose and direction harnessing information and opportunities strategically to improve work practices and achieve project outcomes.
- 1.2 Provides input on the development, implementation and continuous improvement of project management policies, procedures and tools, and ensures adherence with project governance methodology, frameworks and standards.
- 1.3 Researches relevant project information including construction methods and systems in relation to housing delivery and trends and themes affecting remote and town based Aboriginal Communities as directed.
- 1.4 Maintains awareness of developments in housing construction, stakeholder engagement and project management utilising best practice approaches.

### 2. Achieves Results

- 2.1 Delivers medium risk projects including engagement and management of consultants and contractors, risk and time planning, fee negotiation, budget monitoring, and contractor payment approvals.
- 2.2 Assists with elements of high risk and/or complex projects and manages project resources, staff and stakeholders as required.
- 2.3 Understands and uses performance and governance frameworks and provides input into the design of such tools to ensure effective implementation of projects.
- 2.4 Provides input into the development of specifications and design briefs for housing projects including through complex stakeholder engagement.

### 3. Builds Productive Relationships

- 3.1 Actively listens to team members and key stakeholders and demonstrates a commitment to involving them in decision-making to inform project delivery and the development of the workforce.

- 3.2 Liaises with influences and explores the diverse views and contributions of others to ensure Department outcomes and client project needs are met.
- 3.3 Provides support to builders, developers and consultants in the preparation of proposals for new housing projects.
- 3.4 Provides advice to clients on complex project and contract management issues.
- 3.5 Represents the Department at meetings, forums and working parties as required.

#### **4. Communicates and Influences Effectively**

- 4.1 Consults and negotiates with internal and external stakeholders to achieve program and project outcomes.
- 4.2 Prepare briefing notes, executive submissions, and responses to Ministerial and Parliamentary enquiries.
- 4.3 Presents messages clearly and confidently adjusting medium for conveying information to the audience's level of knowledge.

#### **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, Occupational Safety and Health and ethical principles/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

Demonstrated understanding of the Departments strategic objectives, purpose and direction through the delivery of aligned work tasks, operational activities and project management. Well-developed conceptual, research, analytical and problem-solving skills, demonstrating initiative and the ability to identify issues and implement solutions including the application of knowledge on current trends and themes affecting Aboriginal communities and the construction industry.

### 2. Achieves Results

Experience and proven ability in project initiation, delivery and management including design, development, implementation and review.

Identifies and uses specialist knowledge and develops and contributes own professional expertise to meet performance expectations and project outcomes coping well in changing environments and determining project requirements despite a lack of clarity.

Experience with contractual procedures and administration, and construction techniques with the ability to interpret working drawings, designs and contract documents.

### 3. Builds Productive Relationships

Proven ability in contributing to the achievement of project and team outcomes, individually and through collaboration and cooperation, motivating team members and engaging key internal and external stakeholders.

### 4. Communicates and Influences Effectively

Well developed communication, interpersonal, negotiation and stakeholder engagement skills, with the ability to liaise effectively with stakeholders at all levels.

Well developed stakeholder engagement skills with the ability to liaise effectively and in a culturally appropriate manner with Aboriginal stakeholders to achieve strategic and project outcomes.

## Desirable Work-Related Requirements (Selection Criteria)

1. Possession or progress towards a post-secondary qualification in a relevant discipline, or equivalent experience.
2. Experience in the development and/or delivery of Class 2 buildings.

## **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.
3. Appointment is subject to a willingness to regularly travel to regional and remote areas within Western Australia including by light aircraft (as required) and to stay overnight or for short periods.
4. Possession of a current Western Australian 'C' or 'C-A' Class Driver's Licence or equivalent, and the ability to travel in response to organisational needs. This requirement continues for the duration of employment in this position and from time-to-time production of the licence may be required upon request by the Department.