



Job Description Form (JDF)

Position details

Position title:	Project Manager
Position number:	70230434
Classification:	Level 7
Physical location:	Perth Metropolitan Area
Award:	PSA 1992
Agreement:	PSCSAA 2024
Pillar:	Corporate Services
Directorate:	Corporate Services

Reporting relationships

Reports to:	Managing Director Corporate Services, CL 2 This position
Direct reports:	Nil

Role summary

Manages and leads the delivery of specified strategic and complex projects that support delivery of Department and Government objectives.

About us

Our department (DPIRD) leads sustainable development of WA's regions and agriculture, aquaculture, food and fisheries sectors. Our Ministerial portfolios are Agriculture and Food, Fisheries and Regional development.

We **unlock and guide economic opportunities** for these sectors and regions, balanced with the **stewardship of our land and aquatic resources**.

In everything we do we take the approach of:

- **Protect** through stewardship of our people, land and aquatic resources.
- **Grow** our primary industries and regions through balancing social, economic and environmental drivers.
- **Innovate** through a culture of inquiry and adaptation.

We draw on our grow, protect, innovate approach to deliver priorities under three outcome areas:

1. Management and stewardship of WA's land and aquatic resources.
2. Capable and empowered communities.
3. Dynamic regions and primary industries.

Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- **Working together** – We achieve better outcomes with our colleagues, stakeholders and the community by engaging with their ideas, knowledge and expertise.
- **Acting with integrity** – We foster a culture where individuals are accountable for their actions, behaviours and contributions.
- **Responding with purpose** – Our actions and reactions are intentional, well thought out and align with a specific objective or goal.
- **Embracing curiosity and creativity** – There is always space to be innovative, through curious and creative thinking.
- **Aspiring for a better future** – Our combined efforts deliver sustainable results – environmentally, socially and economically.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Project Management

- Manages the development and implementation of project and contract management strategies, policies, plans and frameworks to deliver the highest value outcomes.
- Manages and participates in project teams as required and take a proactive approach to the achievement of team objectives.
- Provides briefings, reports, advice and recommendations to the executive and other key stakeholders on project delivery.
- Implements agreed project management methodologies, principles and templates.
- Supports team members to develop the required competencies to deliver high productivity project service delivery.
- Maintains professional skills to an appropriate standard and undertake continuous knowledge improvement of contract, project management concepts, techniques and standards.

- Contributes to the administration and management of procurement processes in accordance with established policies and guidelines.
- Applies agreed evaluation and measurement frameworks to monitor effectiveness of investments against outcome-based objectives.
- Monitors contracts and agreements for compliance with project deliverables and government policy and processes.
- Works with the Manager to address identified non-compliance issues.
- Collates required indicator data and provide reports in an accurate and timely manner.

Stakeholder Management

- Establishes, maintains and effectively manages strategic partnerships, collaborative working relationships and effective communication networks with key stakeholders and agencies.
- Works cooperatively with other departmental and staff to ensure collaboration and consultation on project management.
- Represents the Department as required.
- Develops teamwork among staff to produce quality outcomes based on customer service principles and practices.
- Promotes and actively advocates for a high performing work environment and culture to empower, motivate and develop staff.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Substantial experience in complex project management; including the ability to lead, manage, take the initiative, deliver agreed outcomes within specified timeframes.

Core capabilities

2. *Build effective relationships*: Highly developed communication skills including negotiation and facilitation skills; and the ability to develop and maintain effective stakeholder relationships.
3. *Challenge for innovation*: Demonstrated ability to develop and deliver innovative and responsive improvements which underpin the Department's strategic objectives.
4. *Think strategically*: Well-developed conceptual and analytical skills including the ability to provide innovative solutions to complex problems.
5. *Deliver in a changing environment*: Demonstrated high level project management and organisational skills including the ability to plan and coordinate high-level projects in a complex environment.

6. *Lead and empower others*: Highly developed management skills with the ability to negotiate with, motivate and influence people.

Desirable criteria

1. Possession of, or progression towards a relevant tertiary qualification.

Special requirements/equipment

- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense)
- The contract of employment specifies terms and conditions relating to this position.
- Occasional travel to and from metropolitan and regional offices may be required.
- DPIRD is an Emergency Management Agency, and all employees may be required to work or travel during, or outside of, normal business hours to assist with incidents and emergencies.

Certification

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

Delegated authority

Position title: Managing Director, Corporate Services
Endorsement Date: 13 February 2025