



## Position Description

<b>Position Title:</b>	Program Manager	<b>Classification Level:</b>	6
<b>Position Number:</b>	Generic	<b>Reports to:</b>	Various
<b>Directorate:</b>	Buildings and Contracts	<b>Supervises:</b>	Nil
<b>Branch/Section:</b>	Various	<b>Location:</b>	Perth Metropolitan Area

## Our Values

### Empathy

We listen and understand all perspectives and are fair, authentic and compassionate

### Clarity

We are clear on our purpose and role, and how we develop, inspire and improve

### Accountability

We act with integrity and courage, embracing our collective responsibility and honouring our commitments

### Respect

We treat everyone with dignity, recognise contributions, foster collaboration and value diversity

## Role Summary

The Program Manager provides strategic asset management planning and program advice to assigned client agencies in the management of building maintenance and improvements relevant to their portfolio.

## Responsibilities

- Provide strategic asset management advice consistent with government policy to improve asset investment planning and management across the client agency portfolio.
- Assist the client agency with the development of maintenance specific elements of its Strategic Asset Plan, as part of Treasury's Strategic Asset Management Framework.
- Maintain an awareness of the client agency's requirements in developing and delivering Strategic Asset Plans.
- Assist the client agency in the development of strategic maintenance plans.
- Analyse asset data in support of strategic maintenance objectives.
- Provide expert advice to stakeholders on maintenance solutions that ensure economical life-cycle costs.
- Assist the client agency in the development and evaluation of maintenance programs: highlight the maintenance priorities and benefits.
- Plan, develop, implement and monitor significant programs of maintenance-related work ensuring quality outcomes are met.
- Provide building construction and project management advice.
- Assist the client agency develop maintenance schedules by identifying maintenance work required on an agency's asset portfolio across its current budget and forward estimates period.
- Build and maintain productive internal and external relationships with stakeholders (team members, colleagues, suppliers, contractors, consultants and client agency).



- Liaise with the client agency, consultants, contractors and internal stakeholders in the provision of work and contracting advice to facilitate the successful delivery of services.
- Develop/deliver presentations for internal/external stakeholders.
- Demonstrate the Department's values in all interactions to contribute towards an innovative, customer focused, high-performing and values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Personal Leadership.
- Perform other duties as directed.

### Essential Requirements

- Experience in providing strategic asset management planning and advice.
- The ability to undertake analysis in support of the development of maintenance programs and/or schedules, ideally within a building maintenance/asset environment.
- Experience in applying project management concepts and practices.
- Highly developed communication, interpersonal and negotiation skills with ability to liaise and deliver a customer-centric service.

### Desirable Requirements

- Sound knowledge of Government procurement policies and practices.
- A degree in project management, engineering, architecture, or equivalent discipline related to the duties of the position.

### Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of the Department and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in the **Personal Leadership** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **Lead collectively:** Seek and build key relationships, work together, and focus on the greater good.
- **Think through complexity:** Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
- **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.
- **Deliver on high leverage areas:** Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
- **Build capability:** Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
- **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 interest of the public good.
- **Lead adaptively:** Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.



## **Pre-employment Requirements**

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100 point identification check and Criminal Records Screening clearance.

## **Certification**

Verified by: Amy Berendsen, Senior HR Consultant, April

2026 Classification Evaluation Date: February 2018