



Project Manager

POSITION DESCRIPTION FORM

Region / Portfolio:

State Intelligence and Command

Position Description Number:

225756

Directorate / Command / District / Division:**Rank / Level / Band:**

Level 7

Work Unit:

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: Various

Position Objective

Initiates, manages, delivers, and implements large-scale, complex projects that are of corporate significance and may consist of multiple tranches. Executes projects, tracking the delivery of outcomes and benefits within the approved scope, budget, and timeframes, and ensuring alignment with the approved business cases or programmed schedules. Contributes significantly to the Western Australia Police Force's mission statement and strategic business plans.

Role of Work Unit

The State Intelligence and Command Portfolio comprises of a diverse range of business areas aimed at providing real time support to the frontline and community of Western Australia.

- State Communications Division – Maintains all communications used by the WA Police Force, including Police Assistance Call Taking, 000 Emergency Call Taking, Police Dispatch and associated training programs.
- Interagency Collaboration Program – Responsible for establishing emergency services strategies in line with Government Strategic objectives, emergency services principles and contemporary management practices and technologies. The Program includes WA Police Force, Department of Fire and Emergency Services and Department of Justice.
- Forensic Division – Leads the policing forensic effort to maximise the physical material and digital opportunities to solve crime and contribute to the WA Police Force's strategic framework.
- State Operations Command – Responsible for initiating and transitioning Command and Control across State-wide operations when responding to serious crime, critical incidents and/or emergencies. Provides real-time tactical intelligence support to frontline operations by applying a range of capabilities focusing on officer and community safety; identification of offenders; and location of offenders and persons at risk.
- Data Science and Analytics Division – Delivers a data management, analytics and visualisation environment that supports strategic, operational and tactical outcomes of the WA Police Force and a whole of Government approach to emergency response and community safety.
- Intelligence Services Division - Responsible for providing information and intelligence within a dynamic policing environment in order to support the operational outcomes of the WA Police Force.

Reporting Relationships

This position reports to:

- Commander (State) – Dependent on the project
- Commander (Intelligence & Analytics) - Dependent on the project

Direct reports to this position include:

- Various, dependent on the project

Total number of positions under control: Various, dependent on the project

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Key Accountabilities

1 Project Management (95%)

- 1.1 Manages and leads project teams undertaking significant corporate projects to investigate major issues and develop and implement Agency initiatives.
- 1.2 Develops detailed project statements, strategies and action plans to achieve project objectives and where necessary integrate the project with associated project/s.
- 1.3 Develops and applies a risk management plan to ensure that all project objectives are met within the Agency's accountability framework and timeframes.
- 1.4 Identifies, costs, acquires, allocates and manages resource requirements (human, physical and financial).
- 1.5 Coordinates the tendering, selection and management of consultants and external service providers.
- 1.6 Manages and conducts the investigation and analysis of complex issues, policies, practices, and/or procedures to identify relevant factors and make recommendations for further consideration or action.
- 1.7 Monitors progress of project/s to ensure that milestones and performance indicators are met within time and budget constraints and investigates and negotiates change proposals with relevant stakeholders.
- 1.8 Ensures that areas having an interest in, or which will be impacted by, the project are kept fully informed throughout the project life.
- 1.9 Negotiates with consultants, external agencies and WA Police Force personnel at all levels.
- 1.10 Manages the implementation and delivery of project outcomes, including negotiating with senior managers.
- 1.11 Directs and co-ordinates the development of strategies and methods to evaluate the effectiveness of implemented initiatives and provides recommendations on remedial action where necessary.
- 1.12 Represents the WA Police Force on committees and prepares briefing papers.
- 1.13 Consults with WA Police Force personnel at senior levels, external stakeholders, government agencies, private enterprise and community groups.
- 1.14 Develops, manages and implements the project/s and makes decisions within Agency guidelines in regard to the planning, operational, technical and management functions, delivery budget expenditure and the utilisation and deployment of resources associated with the project.
- 1.15 Provides all project management services from project initiation, through to planning, delivery and closure of projects.
- 1.16 Tracks project progress, identifies and resolves issues, and implements corrective actions.
- 1.17 Develops strategies for effective stakeholder engagement and manages communication plans to keep all interested parties informed about project progress and decisions.
- 1.18 Develops and implements robust reporting frameworks to ensure transparency and accountability to governance structures.
- 1.19 Prepares detailed project status reports, including progress updates, risk assessments, and performance metrics, for submission to executive management and governance boards.

2 Other (5%)

- 2.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably
- 2.2 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.
- 2.3 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.

Leadership skills

Providing effective leadership and direction to others. Creating a positive work environment that contributes to positive work place change. Leading and assisting the team from project initiation through to planning, delivery and closure of projects.

Project Management experience

Initiating, developing, managing and implementing projects at a corporate level. Managing resources (human, physical and financial) and ensuring their optimal usage. Utilising computer software to effectively manage and track project progress. Undertaking risk management and using strong project management methodologies. Developing and maintaining detailed project plans, schedules and budgets.

Communication and interpersonal skills

Preparing reports, briefing papers and recommendations. Presenting oral reports to management. Developing and maintaining professional relationships and partnerships with both external and internal stakeholders. Negotiating outcomes at a senior level that meet and/or achieve stakeholder, and/or board/committee requirements.

Conceptual and analytical skills

Conceptualising and analysing complex issues to provide feasible solutions to address current needs and future/forecast requirements as related to the project. Solving problems. Conducting research to consider evidence-based solutions. Evaluating and achieving outcomes.

Planning and organisational skills

Managing a multi-faceted workload in a complex and fast paced environment, including multiple tasks and priorities simultaneously. Ensuring delivering complex projects on time.

Desirable

Possession of, or progress towards a relevant tertiary qualification

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 Leaders](#).

Certification

These details 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 and Analysis	Pamela Soares	14/06/2024
Commander (State) State Intelligence and Command	Jodie Pearson	14/06/2024