



Job Description Form

Project Manager

Position Details

Position Number:	Generic
Classification:	Level 7
Award/Agreement:	Public Sector Award and Agreement
Organisational Unit:	Housing Policy and Development / Housing Delivery and Asset Maintenance / Statewide Asset & Maintenance Services/ Maintenance Projects and Planning
Location:	Perth Metropolitan Area
Classification Date:	13 June 2020
Effective Date:	May 2026

Reporting Relationships

This position reports to:

Manager Maintenance Projects and Planning, 015750, Level 8

Positions under Direct Supervision:

This position may supervise a small team and oversee project resources as required.

Role Statement

This position is responsible for managing and coordinating service delivery activities to deliver on the Department's maintenance related projects. Influences key stakeholders and effectively negotiates outcomes. Drives the initiation and planning of service delivery related projects through to delivery and close out.

Position Duties and Responsibilities

1. Project Management

- 1.1 Manages and leads multi-disciplinary teams to deliver and meet strategic and project outcomes.
- 1.2 Documents and monitors project management plans through the project lifecycle.
- 1.3 Leads and contributes to the development of across Agency and Government initiatives and establishes and maintains productive relationships with internal and external Stakeholders
- 1.4 Provide advice to stakeholders on project management issues.
- 1.5 Lead dispute resolution processes to resolve problems/issues to meet targets and outcomes.
- 1.6 Shows initiative and flexibility in achieving service delivery outcomes.

2. Relational Skills

- 2.1 Seeks to resolve conflict and find mutually beneficial solutions based on a strong understanding of key issues.
- 2.2 Creates and contributes to a climate of cooperation, respect and trust.
- 2.3 Builds and maintains partnerships and positive working relationships with internal and external stakeholders to ensure a coordinated and collaborative approach to service delivery.
- 2.4 Represents the Department at meetings, forums and working parties as required.

3. Leadership and Management

- 3.1 Demonstrates a commitment to engaging with stakeholders in decision-making and empowers, motivates and develops the diverse talents of the workforce.
- 3.2 Monitors and ensures compliance with Government, agency and public policy.

- 3.3 Actively manages challenges taking accountability for progress.
- 3.4 Involves team members in decision-making, empowers, motivates and develops the diverse talents of the workforce and is responsible for performance management of the team.

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. Demonstrated experience and skills in leading and managing projects from initiation through to delivery and close out within specified timeframes.
2. Highly developed communication, interpersonal and negotiation skills with the ability to liaise at all levels and present ideas/tasks clearly and accurately.
3. Highly developed conceptual, research, analytical and problem- solving skills, including initiative and the ability to identify issues and remedies.
4. Demonstrated knowledge or experience in maintenance and asset management

Desirable Work-Related Requirements (Selection Criteria)

1. Demonstrated knowledge of the housing industry and contemporary issues impacting on social housing.

Essential Eligibility Requirements / Special Appointment Requirements

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.
2. 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.
3. Whilst this position is based in Perth Metro Area, the ability to travel to remote regional locations, including by light aircraft, and to stay overnight or for short periods is a requirement of the role.