



Executive Manager

POSITION DESCRIPTION FORM

Region / Portfolio / Directorate:

Asset Management

District / Branch:

Land & Building Services

Work Unit:**Position Description Number:**

Generic 98

Rank / Level / Band:

Level 7

Position Category:

Choose an item.

Employment Conditions

Industrial Agreement/Award: Current PSA, PSGOGA and Agency Specific Agreement

Work Pattern: Monday - Friday: May be required to work outside normal operating hours
Required to travel intrastate

Location: East Perth

Position Objective

Manages, in collaboration with Building Management and Works, the procurement (including project definition) of medium to high risk, conventional to complex building projects.

Role of Work Unit

The Land & Building Services Branch provides accommodation requirements for the Western Australia Police Force (WA Police Force). The Branch is responsible for all accommodation, both owned and leased wherever police are employed, including country and metropolitan police stations, the academy and various other concerns.

Reporting Relationships

This position reports to:

- Assistant Director Land & Building Services, Level 8

Direct reports to this position include:

- As per project requirements

Total number of positions under control: Varies

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Key Accountabilities

1 Project Leadership

- 1.1 Leads, coordinates and manages major, long term, high risk and complex accommodation projects.
- 1.2 Leads and directs project team(s) to ensure delivery within agreed timeframes.
- 1.2 Develops programs, strategies and action plans to ensure effective and efficient progress of high level, high risk projects.
- 1.3 Chairs the Project Control Group for accommodation projects.
- 1.4 Supervises the activities of the assigned project officers and as Project Leader, facilitates specialist project groups.
- 1.5 Prepares reports, briefing notes/papers, responses to Ministerials and general correspondence.
- 1.6 Develops standards, guidelines and procedures in regard to accommodation programs / projects as well as the maintenance of WA Police Force's Accommodation Standards.
- 1.7 Manages the procurement of specific items including tender assessment relating to accommodation projects
- 1.8 Organises and participates in workshops associated with project delivery, e.g. Value Management Studies (VMS).

2 Financial Management

- 2.1 Manages and monitors the budget for major, long-term, high-risk and complex accommodation projects.
- 2.2 Prepares, plans, analyses and undertakes cost-benefit analysis and ensures the robustness of budget submissions to Treasury.
- 2.3 Consolidates and oversees the management of cash flows and develops funding strategies for accommodation projects.
- 2.4 Approves project variations in consultation with the Project Manager (Consultant).

3 Liaison

- 3.1 Consults with all levels of WA Police Force to deliver accommodation projects and provides specialist advice related to complex issues associated with project(s) being managed.
- 3.2 Consults with external agencies on issues relating to accommodation project delivery, planning meetings and land disposal and acquisition.
- 3.3 Liaises with the Department of Finance - Building Management and Works in the management and monitoring of contracts and participates as a member on selection panels.
- 3.4 Consults with and provides specialist advice to project consultants on all issues relating to the development and delivery of accommodation projects.

4 Other

- 4.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 4.2 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.

Communication	Negotiating issues. Liaising with officers at all levels. Providing specialist advice to internal and external clients. Conflict resolution. Presenting data. Preparing reports and briefing papers.
Research and analysis	Researching and analysing information. Foreseeing consequences and recommending solutions.
Organisation	Time management. Prioritising projects. Developing project plans and providing input at planning forums.
Financial management	Monitoring expenditure. Budget preparation. Complying with the requirements of the Financial Management Act, Financial Regulations and Treasurer's Instructions.
Project Management	Managing, leading and coordinating programs / projects. Managing human, physical and financial resources. Leading and directing project teams.
Building and Contract Management	Knowledge of and understanding major industry trends and/or changes to government procurement methodologies and contract management.

Desirable

Possession of or progress toward a relevant building/construction related 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.

Certification

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

Position	Name	Date
Workforce Design and Consultancy	Pamela Soares	26/02/2018
Portfolio Head	Ian Bruce	28/02/2018