



Project Manager

POSITION DESCRIPTION FORM

Region / Portfolio / Directorate:

Specialist Support Services

District / Branch:

Counter Terrorism and Emergency Management

Work Unit:

Air Wing

Position Description Number:

218330

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

Location: Jandakot

Position Objective

Project Managers are responsible for either initiating and/or managing the implementation of large scale projects that are either complex or have corporate significance. The position is responsible for executing the project and delivering the outcomes / benefits within the approved scope, budget and timeframes, and for ensuring the project remains aligned with the approved business case, in order to positively contribute to the Western Australia Police Force's mission statement and strategic business plans.

This particular position will have a strong aviation focus that will require sensitive and proactive coordination with multiple internal and external stakeholders, along with the ability to work collaboratively with subject matter experts and regulatory bodies.

Role of Work Unit

WA Police Force is the State's principal law enforcement agency, responsible for the largest police jurisdiction in the world and services a growing population. WA Police provides services to the community in maintaining public order; the protection of life and property; the prevention, detection and prosecution of crime; and the rendering of assistance to those in need.

This position is found in a number of work units across the Agency.

Reporting Relationships

This position reports to:

- Superintendent (dependent on the project)

Direct reports to this position include:

- -

Total number of positions under control: -

Position Title: Project Manager	Rank, Level or Band Level 7	Position Number: 218330
------------------------------------	--------------------------------	----------------------------

Key Accountabilities

1 Project Management

- 1.1 Develops detailed plans to deliver project outcomes and ensures the project adheres to the WA Police Force project execution framework. Where the project requires, applies appropriate financial/cost modelling.
- 1.2 Manages the day-to-day operations of the project and conducts the investigation and analysis of complex issues, policies, practices, and/or procedures to identify potential risks, issues and dependencies that will impact the project.
- 1.3 Identifies, documents and assesses project risks. Develops and applies a risk management plan to ensure that all project outcomes are delivered within agreed timeframes.
- 1.4 Manages project scope and proactively controls any changes to project parameters, ensuring WA Police Force project governance principles are applied and practiced.
- 1.5 Identifies, costs, acquires, allocates and manages project resource requirements (human, physical and financial).
- 1.6 Monitors and regularly reports progress of project/s to ensure that milestones and performance indicators are met within time and budget constraints. Researches and provides responses in relation to various project enquiries.
- 1.7 Negotiates with consultants, external agencies and WA Police personnel at all levels as required.
- 1.8 Manages the implementation of project outcomes, including negotiating with senior managers as required.
- 1.9 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.
- 1.10 Makes decisions within Agency guidelines in regard to the planning, operational, technical and management functions, budget expenditure and the utilisation and deployment of resources associated with the project.

2 Stakeholder Engagement

- 2.1 Undertakes stakeholder analysis and engages with external and internal stakeholders sensitively and professionally, seeking relevant input to address and/or report major issues.
- 2.2 Develops Change Management and Communication Plans, ensures that areas having an interest in, or which will be impacted by, the project are kept fully informed throughout the project life.
- 2.3 Establishes and maintains effective stakeholder management and liaison and provides an interface with consultants, government agencies, The Ministers Office and the private sector on project planning, operational and delivery issues.
- 2.4 Represents WA Police on committees and prepares briefing papers as required.

3 Other

- 3.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 3.2 Undertakes other duties as directed.

Position Title: Project Manager	Rank, Level or Band Level 7	Position Number: 218330
------------------------------------	--------------------------------	----------------------------

Work Related Requirements

Essential	Context in which work related requirements will be applied and or general standard expected.
Project Management	Establish and provide direction on the development, documenting, implementation and evaluation of project management, change management, governance and quality assurance activities. Demonstrated ability in the application of project and program methodologies, governance, and quality assurance methodologies.
Leadership and relationship management	Developing and maintaining professional relationships and partnerships with both external and internal stakeholders. Negotiating outcomes that meet and/or achieve stakeholder, governance and/or board/committee requirements. Providing effective leadership and direction to others. Creating a positive work environment that contributes to positive work place change.
Communication	Preparing project plans, correspondence, reports, briefing papers and recommendations relevant to the project.
Conceptual & analytical	Conceptualising and analysing complex issues to provide feasible solutions to address current needs and future/forecast requirements as related to the project. Problem solving. Conducts research to consider evidence based solutions. Evaluates project outcomes.
Financial management	Monitoring expenditure including measuring the impact of foreign exchange and associated financial risks. Budget preparation. Complying with the requirements of the Financial Management Act, Financial Regulations and Treasurer's Instructions. Within the project, undertake financial modelling, scenario analysis and budget reporting.

Desirable

Qualification	Possession of or progression towards a relevant tertiary qualification. Experience or knowledge relevant to the focus of the project (project management) or Business, commerce, finance or related field.
Experience	Previous experience delivering complex, capital projects in the public sector or emergency services environment, applying industry recognised project management methodology (e.g. Prince2 Practitioner or PMP).
	Understanding of the WA Government budget cycle / process.

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 Consulting; Personnel Services	Debbie van Hamersveld	23/07/2018
Superintendent; Police Air Wing	John Leembruggen	23/07/2018