

# JOB ROLE STATEMENT

## PROJECT MANAGER CORPORATE PROJECTS LEVEL 6

**DIRECTORATE** STRATEGY AND COMMUNICATIONS  
**BRANCH** STRATEGY

**POSITION NO** P0062953

### KEY RESPONSIBILITIES

Develop, deliver and implement strategically important corporate projects identified through strategic planning and other processes that support Main Roads strategic direction.

### KEY DELIVERIES

#### Project Identification, Development and Management

- Develop, deliver and implement strategic initiatives and related projects that support achievement of Main Roads strategic direction.
- Evaluate the impact and feasibility of proposed strategic initiatives including identifying change elements.
- Manage consultation with key stakeholders in the development and implementation of corporate projects.
- Clarify risks and critical success factors.
- Research contemporary practice and manage the preparation of preliminary investigations, studies and recommend potential suitable solutions for implementation.
- Prepare project briefs, develop project management plans and identify project activities and milestones including resource needs.
- Develop project scope, business case and approvals to implement projects.
- Manage project resources to meet agreed budget and performance levels.
- Evaluate, assess, and report on project delivery against project goals and targets including assessment of risks and forecast outcomes.
- Facilitate the implementation and deployment of agreed outcomes from corporate initiatives and projects across Main Roads aligning with Main Roads strategic direction.

#### Leadership and Management

- Provide specialist advice to stakeholders on matters of strategic and corporate initiatives across Main Roads.
- Provide specialist input into the management and co-ordination of delivering strategic and corporate initiatives and projects.
- Identify opportunities to generate new corporate initiatives aligned to Main Roads strategic direction.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.

#### Stakeholder Relationships

- Build and enhance professional working relationships with internal and external stakeholders.
- Build and maintain strong collaborative working relationships with other Main Roads Directorates.
- Manage inter-agency and regional interfaces.
- Facilitate high level of corporate awareness and understanding of the strategic and corporate projects, their benefits, implementation and outcomes.
- Manage consultation, facilitation, liaison, and engagement with stakeholders on the development and delivery of corporate projects, strategic initiatives, sub projects and relevant contracts.
- Liaise with external bodies and institutions to ensure up to date knowledge and understanding of Government policy and programs.

### SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

### LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

### DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

### REPORTING RELATIONSHIPS

This position reports to:

(A) **TITLE AND LEVEL**  
MANAGER STRATEGY

LEVEL 8

**POSITION NO**  
P0062649

## PROJECT MANAGER CORPORATE PROJECTS LEVEL 6

**POSITIONS UNDER DIRECT SUPERVISION**

**ALL POSITIONS UNDER CONTROL**

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
		Salaried, Wages	
<b>TOTAL</b>			

**SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE**

**ESSENTIAL:**

- Substantial skill, knowledge and experience in:
  - project development and management
  - research, analysis and problem solving
  - building and enhancing stakeholder relationships including stakeholder engagement
  - facilitation
  - managing financial, technological, physical and other resources within agreed allocations to meet agreed outcomes
- Knowledge of:
  - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity
- Possession of a current Western Australian 'C' Class (car) motor vehicle drivers licence or an approved equivalent.

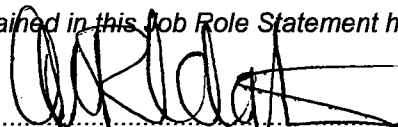
**DESIRABLE:**

- A Degree in Commerce (Management).

**CERTIFICATION**

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE


  
 BRANCH/SECTION HEAD *Manager Strategy*

DATE

*28/11/18*

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

SIGNATURE

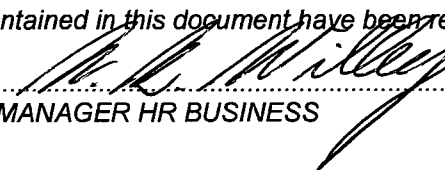
  
 EXECUTIVE DIRECTOR *Strategy + Commercial*

DATE

*28/11/2018*

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE

  
 MANAGER HR BUSINESS

DATE

*28/11/18*