


## Job Description Form

### 1. Position Details

<b>Position Title</b> Project Manager – Water and Gas Infrastructure			<b>Position Number</b> RIA3126554
<b>Level/Grade</b> 6 or 7	<b>Specified Calling Level</b>	<b>Agreement</b> PSA 1992 / PSGOCSAGA 2017	<b>Effective Date</b> 18 March 2019
<b>Division</b> Infrastructure		<b>Branch</b>	
<b>Section</b> Water and Gas		<b>Location</b> Fremantle – Commuting as required, including occasional overnight stay.	

### 2. Reporting Relationships

<b>Position Title</b> Executive Director	<b>Level/Grade</b>	 <p>Department of Biodiversity, Conservation and Attractions REGISTERED JDF HR OFFICER: <i>Will</i> 18 Mar. 2019</p>				
<p>↑</p> <p><b>Responsible to</b></p>						
<b>Position Title</b> Director Infrastructure	<b>Level/Grade</b> 8	<p>←</p> <p><b>Other offices reporting directly to this office</b></p> <table border="1"> <tr> <td><b>Position title</b> Project Manager – Maritime Infrastructure</td> <td><b>Level/Grade</b> 6 or 7</td> </tr> <tr> <td><b>Project Manager – Electrical and Fuel Infrastructure</b></td> <td><b>6 or 7</b></td> </tr> </table>	<b>Position title</b> Project Manager – Maritime Infrastructure	<b>Level/Grade</b> 6 or 7	<b>Project Manager – Electrical and Fuel Infrastructure</b>	<b>6 or 7</b>
<b>Position title</b> Project Manager – Maritime Infrastructure	<b>Level/Grade</b> 6 or 7					
<b>Project Manager – Electrical and Fuel Infrastructure</b>	<b>6 or 7</b>					
<p>↑</p> <p><b>Responsible to</b></p> <p><b>This position</b></p> <p>↑</p> <p><b>Officers under <i>direct</i> responsibility</b></p>						

Position Title	Level/Grade	Approx. no. FTEs supervised

### 3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

The existing water and gas infrastructure at Rottneest Island include extraction of saline water (5 boreholes), desalination plant (3 trains, 750 m<sup>3</sup>/day throughput), storage and distribution of drinking water, sewer reticulation with pump stations, waste water treatment plant, sprinklers irrigation system fed with treated effluent, gas tanks and reticulation.

The Rottneest Island Authority has advanced plans for the renewal of existing assets and development of new infrastructure.

This role is responsible and accountable for managing existing and proposed water and gas assets, including:

- Managing the planning, design, procurement and delivery of all projects - including maintenance, renewal, upgrade and new builds - at optimal value for money and within the set time.
- Planning and overseeing maintenance of the existing water and gas assets to attain and preserve maximum operational capacity.
- Contributing to the Strategic Asset Management Plan and Capital Works Program.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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## 4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

### Strategic Management

1. Contribute to the strategic direction of the Infrastructure team.
2. Align priorities and processes with the Rottneest Island Authority's strategy, objectives and operational requirements for the efficient life cycle planning of the water and gas assets.
3. Provide strategic level advice on the planning, approval, design development, procurement and delivery of projects regarding water and gas assets.

### Operational Management

4. Foster an open, cooperative and communicative working environment.
5. Promote a culture of safety in design, within the work environment and throughout the maintenance and construction activities.
6. Engage and consult with all relevant internal and external stakeholders for collaborative and coordinated outcomes.
7. Provide budgets, monitor and report on financial performance, authorise expenditure and payment within the limit of the delegated authority.
8. Development of an Asset Management Framework for the Asset Management Information System (water and gas assets).
9. Preparation of the Asset Management Plan and a Service Plans for existing and future water and gas assets.
10. Ensure records in the Asset Management Information System (water and gas assets) are accurate and updated.
11. Undertake other duties as directed.

### Project Management

12. Assemble and lead the project team and manage the planning, approval, design development, procurement and delivery of designated projects regarding water and gas assets.
13. Manage the whole of project life cycle, including:
  - preparation of the Board Paper with Budget and Schedule, Business Case and Project Management Plan.
  - monitoring and regular reporting on performance against baseline budget and schedule.
  - recommendations on procurement options and tender formulation.
  - preparation of brief and request for quote for the engagement of consultants.
  - management of the approvals process and design development from concept to detail.
  - preparation of the scope of works and contract formation - including specific HSEQ requirements.
  - response to tenderers' queries and evaluation of tender submissions including recommendations.
  - coordination and oversight of the execution of the maintenance or construction works.
  - contract management and administration, including acting as superintendent's representative.
  - management of commissioning and defects liability period.

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## 5. Selection Criteria

**In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.**

**Applicants should address the following 4 criteria in a written application. These should be addressed in no more than 2 pages in total.**

1. Substantial (L6) or extensive (Level 7) technical experience in the planning, design development, procurement and delivery of water and gas projects.
2. Well developed (Level 6) or highly developed (Level 7) verbal communication and interpersonal skills, with the ability to successfully develop and maintain relationships with internal and external stakeholders.
3. Well developed (Level 6) or highly developed (Level 7) written communication skills, including the ability to prepare reports to the Board as well as technical and procurement documents.
4. Evidence of genuine team player with proactive attitude and flexibility to manage a diverse workload and competing priorities.

**The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:**

5. High level financial and budget management skills in both an operational and project environment.
6. Well developed analytical, risk management and problem solving skills.
7. Working knowledge of Microsoft Office software, specifically Word, Excel, Outlook, PowerPoint and Project
8. An understanding of occupational, Health and safety, and equity and diversity principles and practices.
9. A tertiary qualification in a relevant field of engineering (electrical), project or construction management **(Desirable)**
10. Experience in the use of AutoCAD **(Desirable)**

## Values

**FRIENDLY AND WELCOMING, VALUING OUR PEOPLE, PARTNERING WITH STAKEHOLDERS, CONSERVATION AND SUSTAINABILITY, IMPROVEMENT AND INNOVATION, BUSINESS-LIKE MANAGEMENT**

**Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.**

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## 6. Other

<b>Position Status</b> Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Full Time Equivalent (FTE)</b> Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week i.e. 60% of full time hours.	1		
<b>Allowances and Special Conditions</b> Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below:	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.			
<b>Working With Children</b> Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to <a href="https://workingwithchildren.wa.gov.au/about/categories-of-child-related-work">https://workingwithchildren.wa.gov.au/about/categories-of-child-related-work</a> for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>National Police Check</b> Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a <a href="#">National Police Certificate</a> . For more information refer to the department's guidelines on <a href="#">National Police checks</a> .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

<b>PEOPLE SERVICES BRANCH USE ONLY</b> ANZSCO Code	139999
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## 7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
Signature:	Signature:
Date:	Date: