

POSITION DETAILS

Position Title

Senior Project Manager

Position Number

14335

Classification Level

Level 6

Award/Agreement

PSGOGA

Division/Directorate

Infrastructure

Branch/Section

Sport and Recreation Infrastructure

Physical Location

246 Vincent Street, Leederville

Effective Date

16/04/2019

Employment Type

Permanent

Full time

REPORTING RELATIONSHIPS

Position reports to

14176 – Director Sport and Recreation
Infrastructure – Level 8

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

Liaises with state sporting organisations, local government and other state government agencies to influence the planning, design and management of sport, recreation and community infrastructure.

ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

MISSION	VISION	VALUES
Enlivened and successful communities and economy	To facilitate lively communities and economy and the offering of outstanding and inclusive sporting and cultural experiences	Vision Excellence Diversity Leadership Integrity

DLGSC Objectives

- To partner with local government to deliver good governance to community
- To promote participation and achievement in sport, recreation, culture and arts
- To support and grow the cultural industries
- To promote the benefits of cultural diversity and social inclusion
- To provide opportunities in the hospitality sector by reducing red tape on the liquor and gambling industries
- To celebrate Aboriginal culture and preserve history and traditions

DLGSC Approach

We will achieve this by:

- Working collaboratively across other State Government departments
- Creating synergies and find efficiencies in business functions
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of Government targets
- Community focussed engagement and partnerships

DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

1. Consultation and Advice

- 1.1. Liaises with, and provides advice to other government agencies, state sporting associations, local government, not for profit and private organisations and the community to respond to strategic directions identified by the Department regarding the planning of national, state, regional and local sport, recreation and community infrastructure (including Public Open Space).
- 1.2. Provides strategic advice to the Director, Executive Director and department Executive on sport, recreation and community infrastructure.
- 1.3. Maintains a current knowledge of facility planning, design, governance and management practices in order to provide effective consultancy to stakeholders.
- 1.4. Liaises across the department to ensure consistency in the planning, development and ongoing operation of infrastructure.

2. Infrastructure Planning and Development

- 2.1. Represents the Department on project control groups and other working parties related to the planning, development, design and transition to operations of sport, recreation and community infrastructure.
- 2.2. Coordinates the development of departmental responses on legislation, strategy, policy, urban and regional planning as they relate to sport, recreation and community infrastructure.
- 2.3. Prepares, commissions and reviews reports, Ministerial briefing notes, business cases, needs and feasibility assessments, publications and other technical documentation.

3. Project, Contract and Grant Management

- 3.1. Performs project, contract and grant management functions relating to state government investment in local, regional and state sporting and recreation related infrastructure.
- 3.2. Undertakes a range of projects relating to the planning, development and operation of sport, recreation and community infrastructure.

4. Others

- 4.1. Other duties as directed

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

Essential Pre-employment requirements: e.g. qualifications, licences

Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.

Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.

Applicants should demonstrate their capacity to meet the following criteria, which should be read in conjunction with the specific responsibilities of this role.

Essential

- 1. Shapes and manages strategy**
Understands strategic objectives, trends and factors that may influence work plans and goals.
Thinks laterally, is innovative, identifies and implements improved work practices.
- 2. Achieves results**
Evaluates project performance, identifies need for change and initiates change when required.
Applies and develops capabilities to meet performance expectations, contributes own expertise to work unit.
- 3. Builds productive relationship**
Builds and maintains relationships with stakeholders, team members, other teams, colleagues and clients.
Actively listens to staff, colleagues, clients and stakeholders, involves and recognises others' contributions.
- 4. Exemplifies personal integrity and self-awareness**
Applies self with energy and drive and commits to meeting the objectives, follows up to finalise work.
Maintains a positive outlook and maintains a balanced working environment.
- 5. Communicates and influences effectively**
Presents messages confidently and selects the appropriate medium for conveying information to the audience's level of knowledge, skill and experience.
Well-developed influencing and negotiation skills.

Desirable

1. Tertiary qualification and/or relevant demonstrated experience.
2. Knowledge of local government and sporting organisations structures and operations.

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- C-Class drivers licence.

Appointment is subject to:

- 100-point identification check; and
- Criminal Records Screening clearance.

Training:

- Complete induction within three months of commencement;
- Complete any training specific to the role required by Departmental policy; and
- Complete the department's AEDM within six months of appointment eg. duties required to undertake the role

CERTIFICATION

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

.....
Corporate Executive Representative Signature

Date (DD/MM/YYYY)

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the Department's Code of Conduct.

.....
Employee Signature

Date (DD/MM/YYYY)

REGISTERED

DEPARTMENT OF LOCAL
GOVERNMENT, SPORT AND
CULTURAL INDUSTRIES

Initials: NW

Date: 16.04.2019