

POSITION DETAILS

Position title

Senior Project Manager - Contracts

Position number

14457

Classification level

Level 6

Award/Agreement

PSGOGA

Division/Directorate

Infrastructure

Branch/Section

Culture and Arts Infrastructure

Physical location

Perth CBD

Effective date

26/03/2019

Employment type

Permanent

Employment status

Full time

REPORTING RELATIONSHIPS

Position reports to

Director, Culture and the Arts Infrastructure (Level 8)

Positions reporting to this position

Project Officer – Contracts (Level 5)
Project Officer (Level 3)

PURPOSE OF THE POSITION

Develops works, goods and services contracts relating to infrastructure development and management.

This involves developing business cases and procurement plans including performance measures, tender documents and evaluation plans, and contract management, as well as consultation and negotiation with key stakeholders.

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. Responsible for contract development and management.
2. Negotiates with stakeholders to develop contract scope and intended outputs and outcomes.
3. Develops contract performance criteria and monitors contractor performance against requirements. Generates and implements action plans where appropriate to improve contractor performance.
4. Prepares procurement plans and request documents and maintains the contract register.
5. Prepares evaluation plans and reports.
6. Manages contracts.
7. Provides strategy and policy on procurement to realise efficiency and effectiveness outcomes.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meet 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. Role specific

Demonstrated procurement and contract management experience.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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. Possession of a relevant tertiary qualification.
2. Knowledge of government procurement policies and issues, including works procurement.
3. Knowledge of occupational safety and health legislative requirements in accordance with the parameters of the position.

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special conditions

- Nil

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 Accountability and Ethical Decision Making (AEDM) within six months of appointment.

CERTIFICATION

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

.....
Executive Director Infrastructure

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: BP	Date: 12.04.2019