



PROJECT MANAGER – REVIEW OF THE EMERGENCY SERVICES ACTS

Position Number: 012087 Level: 7

ANZSCO: 271299

JOB DESCRIPTION FORM

THE ROLE

Manages and provides leadership in the development of the proposed single Emergency Services Act and subsidiary legislation and prepares all necessary Cabinet and Parliamentary documents. Manages and coordinates the legislative agenda to ensure efficient progress through the Executive and Government process.

REPORTING RELATIONSHIPS

ORG STRUCTURE: **STRATEGY AND EMERGENCY MANAGEMENT
LEGAL, POLICY AND COMPLIANCE**

THIS ROLE REPORTS TO

Director Legal, Policy and Compliance Level/Class: 8

POSITIONS THAT REPORT TO THIS ROLE

Senior Policy Officer (x2) Level/Class: 6
Project Administration Officer Level/Class: 2 or 4 (TBD)

ABOUT US

As Western Australia's leading hazard management agency, the Department of Fire and Emergency Services performs a critical role coordinating emergency services for a range of natural disasters and emergency incidents threatening life and property.

Our volunteers are the biggest workforce of our organisation and play an important role in keeping our community safe. DFES recognises the critical role our volunteers play and the positive impact they make to the community. Supported by this extensive network of volunteers and career workers, DFES works together with the community and government to prevent, prepare for, respond to and recover from a diverse range of emergencies.

SPECIFIC RESPONSIBILITIES

DFES is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for its employees, customers and volunteers. All duties are to be performed in a manner and behaviour consistent with EEO legislation and Occupational Safety and Health legislation along with the Department's Code of Conduct and Policies/Procedures and other relevant legislation.

LEADERSHIP AND MANAGEMENT

- Manages the development of the proposed single Emergency Services Act.
- Manages and coordinates the legislative agenda to ensure efficient progress through the Executive process.
- Strategically leads and manages the project team to successfully deliver project outcomes.
- Participates in the development of Portfolio business plans.

STRATEGIC PROJECT MANAGEMENT

- Develops Business Cases for various stages of the project outlining costs, benefits and strategic alignment.
- Identifies and manages project interdependencies, engaging and supporting the wider departmental teams and impacted stakeholders, managing issues as required.
- Effectively minimizes and manages risk across the project and implements effective risk mitigation controls.
- Manage the contract and procurement process when required within the project.
- Tracks, manages and reports on financial accounts.

CRITICAL THINKING

- Identifies and analyses critical areas of legislation and policy for attention, researching appropriately and formulating strategic solutions, ensuring due consideration of across-government implications.
- Coordinates strategic policy development and implementation processes and ensures alignment with Government policies and priorities.
- Uses relevant and reliable evidence from a range of sources to support or challenge desired changes, justifying priorities with clear evidence-based arguments.

COMMUNICATION AND ENGAGEMENT

- Prepares detailed submissions, reports and recommendations relating to the project, including all necessary Cabinet and Parliamentary documents, replies to Ministerial correspondence and Parliamentary Questions.
- Liaises and consults with stakeholders (including government agencies, volunteers and members of the public) concerning matters associated with the proposed single Emergency Services Act and regulations.
- Uses appropriate mechanisms to ensure dissemination of proposals to all stakeholders, providing for feedback and amendment as required.
- Liaises with Parliamentary Counsel's Office and State Solicitor's Office.

Other

- Play a key leadership role in promoting, creating and maintaining a healthy and safe work environment, including psychological wellbeing.
- Applying DFES health and safety policy and procedures and the risk management framework; including consultation and participation with personnel to resolve safety issues.
- Undertake other duties as required.

SELECTION CRITERIA

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

ESSENTIAL CRITERIA

1. Demonstrated ability and experience in developing legislation and/or policy.

2. Highly developed organisational and project management skills.
3. Strong conceptual, analytical and problem solving skills.
4. Highly developed interpersonal and oral communication skills, including the ability to negotiate and work collaboratively with a diverse range of stakeholders.
5. Comprehensive written communication skills and report writing expertise, including an ability to identify and use appropriate techniques to communicate key issues clearly and concisely.

POSITION INFORMATION

LOCATION: Emergency Services Complex – Cockburn Central

SPECIAL CONDITIONS: The Department is an emergency services organisation and all employees may be required to work business hours or outside of normal business hours to assist with emergencies.

Additional special conditions: Employees in this position will be required to undertake regular intrastate travel (by air and/or road).

CERTIFICATION

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

Authorised and signed by:

DIRECTOR LEGAL, POLICY AND COMPLIANCE

Name: Terri Kurtis

Signature: 

MANAGER WORKFORCE SERVICES

Name: Helen Redmond

Signature:

JDF REGISTRATION – RECRUITMENT USE ONLY

This Job Description Form (JDF) was registered by:

HR Consultant Name: _____

HR Consultant Position: _____

HR Consultant Signature: _____

Date: _____