



Job description

Department of Finance Building Management and Works

Position number 00031439

Senior Project Manager

Position details

Classification level	7
Award/agreement	PSA
Organisation unit	Building Management Support
Physical location	Perth Metropolitan Area
This role supervises (FTE)	0

Reporting relationships

Supervisor:

Position number	00018651
Position title	Principal Project Manager
Classification level	8

Our Values

Our people and our values are at the core of the actions, behaviours and decisions we make and shape everything we do at the Department of Finance.

- Inspiring and Influential
- Passionate and Committed
- Honest and Respectful
- Bold and Innovative

Keyword description

Manage the GOA (Government Office Accommodation) Common Area Services (GCAS) arrangement, following the decommissioning of GCN, for all shared space managed by the Department of Finance. This includes the co-ordination between agencies, suppliers and GovNext vendors.

Provide ICT specialist advice and services for GOA fit outs and relocations; new technologies and initiatives; and the management of GOA ICT standards and compliance.

Organisational context

The Department of Finance's vision is driving practical, cost-effective and quality outcomes across government to benefit Western Australians.

The Department of Finance encompasses a variety of businesses:

- Office of the Director General
- Strategic Projects
- Building Management and Works
- Government Procurement
- Office of State Revenue
- Strategy and Coordination
- Corporate Services

This role is positioned within **Building Management and Works (BMW)**. BMW provides a range of services to deliver the State Government's non-residential building program, using extensive in-house expertise in asset and maintenance planning and project delivery. BMW is committed to ensuring probity, value for money and effective risk management in all aspects of its operations.

BMW activities include construction of Government buildings such as hospitals, schools and police stations, management of major State construction projects, management of maintenance contractors for Government buildings, management of the Government's office portfolio, setting capital works and construction policy and administration of a range of heritage and built environment concerns.

Further information on Finance business units is available by visiting www.finance.wa.gov.au.

Work description

Project Management

Manages medium to large risk projects primarily ICT and telecommunications to facilitate delivery, including developing project plans.

Develops medium to large risk contracts, including procurement planning, tender documentation and evaluation, contract formation, and contract management plans in consultation and negotiation with stakeholders.

Provides specialist advice on significant project and contract management issues.

Develops alliances between contractors, suppliers and stakeholders.

Manages contracts and contractors to ensure that projects are completed to approved scope, budget, time and quality.

Co-ordinates and participates in supplier selection processes.

Develop and ensure a consistent approach to the application of the Strategic Asset - Management Framework across all projects.

Monitors and reports on progress of works and maintenance of records.

Provides advice and assistance in the implementation of ICT strategies.

Develops and maintains ICT service level agreements.

Service Management

Manages outsourced technology partners to ensure services are delivered to agreed targets and requirements.

Prepares, negotiates and manages contracts for the delivery of ICT infrastructure and support services with service providers.

Liaises and consults with contractors and clients with respect to ICT infrastructure and support services.

Leadership and Management

Develops and mentors new staff.

Provides proactive and timely high-level advice to key internal and external stakeholders in relation to ICT procurement and contracting issues, and service level agreements.

Monitors and ensures compliance with Government, agency and public sector standards.

Processes and facilitates education and awareness where appropriate.

Contributes to the development of departmental strategies and policies.

Interpersonal and Communication

Liaises and maintains strong relationships with government agencies and procurement professionals to ensure project outcomes are met.

Problem Solving and Negotiation

Leads dispute resolution processes to resolve problems/issues associated with contractual disputes.

Other

Maintains an awareness of information technology and telecommunications practices and methodologies.

Performs other duties as directed.

This position applies equal opportunity, occupational safety and health and ethical principles and practices in all aspects of this role whilst assisting in providing a fair, safe, enjoyable and innovative workplace.

Work related requirements

A clear demonstration of the Department's values is a prerequisite for appointments.

Essential:

- Substantial experience in managing complex information technology and telecommunications projects and operational environments for large corporate or government organisations.
- Substantial knowledge of information and telecommunications technology, their directions and trends.
- Highly developed interpersonal and communication skills with the ability to liaise and consult effectively at senior levels in the private and public sectors.
- Highly developed problem solving and negotiation skills.
- Extensive experience in project management.
- Extensive leadership and management experience.

Desirable:

- Experience managing ICT for new building fit outs.
- Sound knowledge of Government procurement standards and practices.
- A degree in project management, engineering, architecture, or equivalent discipline related to the duties of the position.

Pre-employment requirements

Australian Permanent Residency status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.

Appointment is subject to:

100 point identification check; and
Criminal Records Screening clearance

Special equipment/requirements

NIL

Certification

Verified by: *Daniel Paul* HR Consultant 9/1/2020