



PROJECT MANAGER

Position Number: 012184 Level: 7

ANZSCO: 224712

JOB DESCRIPTION FORM

THE ROLE

This position manages the project activities relating to the establishment of a hub facility for the Bushfire Centre of Excellence. This position will work in partnership with the Shire of Murray to oversee project deliverables. When required, they will provide project management advice and support to the broader activities of the Bushfire Centre of Excellence, as well as undertaking general business support activities as related to the project, including the drafting of briefing notes, reports, correspondence and other relevant documentation to support project team activities.

REPORTING RELATIONSHIPS

ORG STRUCTURE: CORPORATE SERVICES DIVISION
ASSET MANAGEMENT

THIS ROLE REPORTS TO:

Assistant Commissioner – Asset Management

POSITIONS THAT REPORT TO THIS ROLE:

Nil

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.

STRATEGIC PROJECT MANAGEMENT

- Develops Business Cases for various projects outlining costs, benefits and strategic alignment, including all relevant consultation.
- Strategically leads and manages multiple project teams to successfully deliver project(s) outcomes.
- Manages and develops comprehensive and integrated Project Initiation Documents and all project life-cycle reporting documentation including Status Reports, Project Closures and Critical Issues reports.
- Defines and manages project interdependencies, engaging and supporting the wider departmental teams and impacted stakeholders, managing issues as required.
- Identifies and tracks the project critical path and works with key stakeholders to ensure risks, issues and interdependencies are flagged, managed, and escalated.
- Manages and coordinates significant change and communication strategies to address critical project impacts and outcomes.
- Manages the contract and procurement process when required within projects, and tracks, manages and reports on financial accounts.
- Monitors and ensures compliance with regulations, standards, corporate policies and procedures within projects.

STAKEHOLDER ENGAGEMENT AND RELATIONSHIP MANAGEMENT

- Engages with stakeholders and ensures project linkages and dependencies are widely understood and ensures commitment across interdependencies.
- Contributes to positive organisational change and collaborates with key internal stakeholders to align project approach and outcomes to the broader strategic direction of the department.
- Build and maintain productive relationships with a wide variety of internal and external stakeholders to support the achievement Bushfire Centre of Excellence objectives and outcomes.
- Contribute to management group meetings, identifying strategic issues for consideration, and supporting information-sharing and collaboration across the Bushfire Centre of Excellence.

COMMUNICATION

- Develops and implements communication plans to meet project and stakeholder needs.
- Ensures accurate and relevant information is distributed to project stakeholders in a timely manner.
- Produces comprehensive and complex reports for project stakeholders on performance information, including Project Status Reports, progress measures and forecasts.
- Engages with stakeholders to ensure positive outcomes and the expedient resolution of issues.

OTHER

- Actively models and fosters a workplace culture that is inclusive of the diverse range of stakeholders of the Bushfire Centre of Excellence, and Western Australian bushfire sector more broadly.
- Plays a key leadership role in promoting, creating and maintaining a healthy and safe work environment, including psychological wellbeing.
- Applies DFES health and safety policy and procedures and the risk management framework; including consultation and participation with personnel to resolve safety issues.
- Undertakes 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 PREREQUISITES

1. Possession of a tertiary qualification in a relevant field (business, commerce, project management, or similar).

ESSENTIAL CRITERIA

1. Demonstrated experience in successfully leading and managing strategic projects and initiatives using best practice project management methodologies and frameworks, and delivering outcomes against agreed milestones.
2. Demonstrated experience in procurement processes and managing complex project finances.
3. Excellent communication and interpersonal skills, and ability to negotiate with influence.
4. Well-developed planning and time management skills, and ability to set and meet work priorities.
5. Demonstrated high level analytical and problem-solving skills.

DESIRABLE

1. Demonstrated experience in managing land acquisition and/or facility construction projects, preferably within government.

POSITION INFORMATION

LOCATION: Cockburn ESC with regular travel to the Shire of Murray

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.

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:

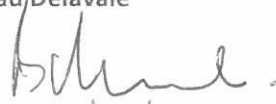
ASSISTANT COMMISSIONER - ASSET MANAGEMENT

A/MANAGER WORKFORCE SERVICES

Name: Brad Delavale

Name: Helen Redmond

Signature:


28/10/2019

Signature:

Helen
Redmond

Digitally signed by
Helen Redmond
Date: 2019.10.24
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JDF REGISTRATION – RECRUITMENT USE ONLY

This Job Description Form (JDF) was electronically registered by:

Lisa McNicholas

Digitally signed by Lisa
McNicholas
Date: 2019.10.24 12:18:42 +08'00'