



Position Description

Position Title:	Senior Project Officer	Classification Level:	5
Position Number:	00031657	Reports to:	00021917
Division:	Building and Contracts	Supervises:	0
Branch/Section:		Location:	Perth Metropolitan Area

Our vision: driving practical, cost-effective and quality outcomes across government to benefit Western Australians

Our values define who we are and how we go about our business.

INSPIRING AND INFLUENTIAL

PASSIONATE AND COMMITTED

HONEST AND RESPECTFUL

BOLD AND INNOVATIVE

Our values underpin everything we do. They guide the way we work, how we engage with each other and the way we deliver services to our customers.

As a central government agency with a state-wide presence, Finance delivers services to the government, public sector agencies and the community, and places customers at the centre of its focus. Services include strategic policy advice and co-ordination; asset management (including planning, procurement and project management); assessment of market led proposals; and revenue collection and concessions.

Role summary

Responsible for managing project outcomes and project management of low to medium value and risk and complexity projects.

Contributes to project teams of in house and private sector professionals to plan and deliver projects for government, this may include the supervision of Project Officers and other support staff.

Manages or administers project management systems and maintenance of information.

Liaises and maintains relationships with key stakeholders.

Your responsibilities

The successful applicant will be expected to:

Best Place to Work

- Provide leadership by modelling the department's values in all interactions.
- Support strategies that foster an innovative, customer focused, high performing and values-led organisational culture.
- Supports an environment that enables members to flourish and deliver their best work for customers by ensuring staff understand what is expected of them and how it aligns with Finance's objectives.
- Ensure resources are used efficiently and effectively. This includes understanding staff strengths, recognising staff achievements and challenging staff to grow and develop.

Customer Centric

- Builds and maintains productive internal and external relationships with stakeholders, team members, colleagues, suppliers, contractors, consultants and clients.
- Liaises with client agencies, consultants, contractors and internal stakeholders in the provision of work and contracting advice and to facilitate the successful delivery of projects.
- Work proactively with customers to enable the delivery of relevant, contemporary and professional services and governance.
- Facilitate operational reforms within the department through leadership and engagement.
- Ensure meaningful and appropriate communication with all customers and stakeholders.

Outcomes Focused

PROJECT MANAGEMENT

- Manages low to medium value and risk complex projects, including the preparation of project plans and is responsible for project delivery and outcomes.
- Responsible for project outcomes and delivery.
- Responsible for the project management of business improvement projects.
- Addresses project scope, time, cost, quality, human resources, communications, risk, contractual and project integration issues.
- Contributes to project teams of in house and private sector professionals to plan or deliver projects for government. This may include supervision of Project Officers or other support staff.
- Manages and administers project management systems and the maintenance of information.
- Provides advice on project management issues, and reports to client agencies.
- Applies the Strategic Asset Management Framework consistently across all projects.

PROCUREMENT MANAGEMENT

- May facilitate procurements of any risk or value.
- Coordinates and participates in supplier selection processes.
- Awards contracts within delegation and makes recommendations for contract awards.
- Completes due diligence assessments.
- Manages contracts and contractors to ensure that projects are completed to approved scope, budget, time and quality.
- Evaluates contractor and consultant performance and prepares performance reports.
- Provides advice on contract management issues.
- Assists with dispute resolution processes to resolve problems and issues associated with contractual disputes.

OTHER

- Performs other duties as directed

What you need to bring to this role

To be read in the context of the preceding sections of this document. The ability to demonstrate how you will apply our values to the role and your leadership style is particularly important.

Essential

- Experience in the building or construction industry.
- Good knowledge of, and experience in project management.
- Good knowledge of, and experience in procurement.
- Good interpersonal and written communication skills, including negotiation skills.

Desirable:

- Some knowledge of Government procurement policies and practices.
- Demonstrated experience with computer applications to manage projects.
- Possession of, or progress towards a relevant tertiary or trade qualification in a building related discipline, project management or similar.

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: -Terry Ancliffe 19 August 2020
