



Job description form

JOB TITLE: Project Manager	POSITION NUMBER: JTS22205	CLASSIFICATION: Level 7
--------------------------------------	-------------------------------------	-----------------------------------

AWARD Public Sector CSA Agreement	POSITION TYPE Permanent Full Time
---	---

GROUP Resources and Project Facilitation	BRANCH Renew able Hydrogen Unit
--	---

POSITION REPORTS TO JTS21106 - Director	POSITIONS REPORTING TO THIS POSITION Nil
---	--

PURPOSE OF POSITION
Manages the delivery of specified strategic and complex projects that support delivery of Department and government objectives. Leads development of new projects where opportunities are identified that support regional development and investment in Western Australia. Provides the advocacy, facilitation and policy input required to drive successful business development project outcomes.

CORPORATE CONTEXT
The Department of Jobs, Tourism, Science and Innovation is Western Australia's lead agency for economic development, international trade and investment, and tourism. It also leads the promotion and development of the defence, international education, science and innovation sectors in Western Australia. For further information please visit our website at www.wa.gov.au/JTSI

GROUP CONTEXT
The Resources and Project Facilitation group leads and assists the development and expansion of the State's resources and industry sectors, strategic industrial land investment and major infrastructure projects.

OPERATIONAL CONTEXT
The Hydrogen and New Energies division delivers major economic development initiatives for Western Australia including implementing government priorities such as the Future Battery and Critical Minerals Industry and Renew able Hydrogen Industry



JOB TITLE: Project Manager	POSITION NUMBER: JTS22205	CLASSIFICATION: Level 7
--------------------------------------	-------------------------------------	-----------------------------------

ROLE SPECIFIC RESPONSIBILITIES

- Leads the coordination, and manages the implementation of, the "WA Renewable Hydrogen Strategy", including administration of the Renewable Hydrogen Fund.
- Evaluates and monitors the effectiveness of investments against outcome based objectives.
- Manages and monitors contracts and agreements for compliance with project deliverables, and government policy and processes.
- Leads and guides the work and direction of project teams and/or project officers, and participates in mentoring, coaching, and performance management of staff.
- Coordinates strategic policy initiatives to identify and address priority issues, and develops responses and recommendations that informs policy advice and/or regulatory reform for the Department, Minister and Government, State and Commonwealth.
- Provides strategic advice and assists proponents with developing Renewable Hydrogen projects.
- Consults across government, with industry, within the department, community and other stakeholders in support of assigned projects.
- Represents the State in discussions and negotiates with senior management from industry, government agencies (State and Commonwealth), community and other stakeholders.
- Prepares and reviews letters, drafts, briefing notes, ministerial and Cabinet documents.
- Performs other duties as required.

CORPORATE RESPONSIBILITIES

- Demonstrates the Department's values which are: working together; leadership; integrity; transparency and excellence in delivery.
- Demonstrates effective leadership and integrity by complying with the Departmental Code of Conduct and all Policies and Procedures.

JOB REQUIREMENTS

Essential

- Experience in leading the project management of large and complex economic development and/or infrastructure and/or resources projects.
- Experience in advising and/or leading the development and implementation of policies and/or strategies involving project management or program management in context of the position.

Desirable

- Experience in the energy sector - preferably hydrogen industry or a related field.

CAPABILITIES

- Applies conceptual and critical thinking skills to analyse and resolve complex issues to achieve strategic objectives and identify new opportunities for business and economic development.
- Delivers project outcomes by identifying timeframes, resources and managing risks, potentially across a number of concurrent projects.
- Builds networks and develops collaborative relationships internally and between industry, Government, community and other stakeholders.
- Leads teams through empowering and encouraging them to take responsibility and achieve results.
- Undertakes negotiations with a strong grasp of technical issues and legislative framework and presents messages in a confident, clear and concise manner.
- Writes fluently and persuasively in a range of styles and formats.



Job description form

JOB TITLE: Project Manager	POSITION NUMBER: JTS22205	CLASSIFICATION: Level 7
--------------------------------------	-------------------------------------	-----------------------------------

PRE-SCREENING OR OTHER ELIGIBILITY REQUIREMENTS	Permanent Resident/Citizen of Australia
JOB LOCATION	CBD Perth
ACCOMMODATION AND/OR SPECIAL ALLOWANCES	Not Applicable

Approved Date

19-December-2022