



# Position Description

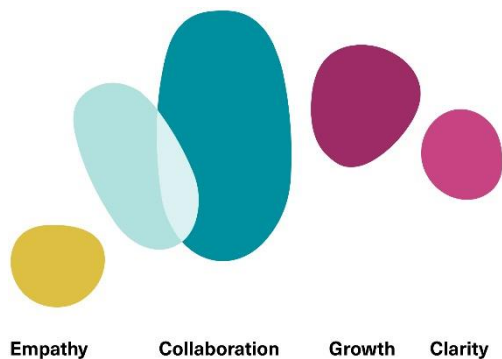
Position Title:	Senior Project Manager	Classification Level:	7
Position Number:	Generic	Reports to:	Assistant Director/Principal Project Manager/Regional Manager
Directorate:	Building and Contracts	Supervises:	Various FTE
Branch/Section:	Customer Teams	Location:	Perth Metropolitan Area/Regional

## Our Vision

We serve Western Australia to deliver what is needed today to achieve a better tomorrow

## Our purpose

To lead and deliver services on behalf of the Government and for the benefit of the community



## Our Values

Our values define who we are, how we communicate, interact, develop and work together. Our values underpin everything we do.

Our values are **Clarity, Empathy, Collaboration** and **Growth**.

As a central government agency with a State-wide presence, Finance leads and 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, building and managing major community infrastructure and government office accommodation, leading, and supporting government procurement, collection of revenue and administration of grants and subsidies, and delivery of corporate services.

## **Role summary**

The Senior Project Manager is responsible for leading the planning, procurement and delivery of high value, high risk complex project outcomes. The role develops and manages high value and high risk complex contracts and supervises a team of project managers, procurement professionals and practitioners. The Senior Project Manager also liaises and maintains relationships with key stakeholders.

## **Your responsibilities**

The successful applicant will be expected to:

### **Best Place to Work**

- Provide leadership to the Buildings and Contracts business unit by modelling Finance's values in all interactions to foster an innovative, customer focused, high performing and values-led organisational culture.
- Inspire excellence in the Buildings and Contracts by aligning the team with departmental objectives, capability requirements and customer needs; fostering diversity, flexibility and opportunity; and promoting health and wellbeing.
- Promote a safe environment that enables members to flourish, where expectations are clear, where team is open to giving and receiving feedback with an aim to deliver fit-for purpose services aligned with Finance objectives.
- Ensure resources are used efficiently and effectively. This includes understanding team and individual's strengths, recognising achievements and challenging individuals to grow and develop.
- Ensure accountability in the team.
- Provide ongoing coaching, positive reinforcement and constructive feedback, capability building and management.

### **Customer Centric**

- Work proactively with customers to lead the delivery of relevant, contemporary and professional services and governance.
- Work collaboratively to achieve common goals and best practice, and lead continuous business improvement and innovation.
- Ensure meaningful and appropriate communication with all customers and stakeholders.
- Develop and implement practices that deliver customer centric services required in an ever-changing environment.
- Proactively develop contemporary strategies and policies by identifying and implementing contemporary solutions to real-world procurement and project management situations.
- Proactively guide, influence and manage customer/stakeholder expectations to ensure that deliverables are high-quality, fit-for-purpose and aligned with Finance objectives.

### **Outcomes Focused**

- Manage high value and high risk complex projects, including developing project plans.
- Responsible for project outcomes and delivery.
- Responsible for project management of Branch operational projects
- Address project scope, time, cost, quality, human resources, communications, risk, contractual and project integration issues.

- Provide specialist advice on significant project management issues.
- Develop high value and high risk complex contracts, including procurement planning, tender documentation and evaluation, contract formation, and contract management plans in consultation and/or negotiation with stakeholders.
- Manage contracts and contractors to ensure that projects are completed to approved scope, budget, time and quality.
- Co-ordinate and participate in supplier selection processes.
- Complete due diligence assessments.
- Review/report on the performance of contracts and contractors.
- Provide specialist advice on high value and high risk complex contract management issues.
- Develop performance indicators, award contracts within delegation and make recommendations for contract awards.
- Ensure a consistent approach to the application of the Strategic Asset Management Framework across all projects.
- Monitor and report on progress of works and maintenance of records.
- Lead dispute resolution processes to resolve problems/issues associated with contractual disputes.
- Supervise a team of project managers, procurement professionals and practitioners.
- Develop and mentor new staff.
- Monitor and ensure compliance with Government, agency and public sector policy and process.
- Facilitate education and awareness where appropriate.
- Contribute to the development of Divisional strategies and policies.
- Liaise with client agencies and procurement professionals and maintain relationships to ensure project outcomes are met.
- Develop effective relationships between contractors, suppliers and stakeholders.
- Develop and maintain internal and external relationships to facilitate project delivery.
- Develop and undertake high level presentations for internal and external stakeholders.
- Perform 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. A clear demonstration of how you align with the Department's values is a prerequisite for appointments.

### **Essential**

#### **Shape and Manage Strategy**

You will have high level conceptual, analytical and strategic problem-solving skills with the ability to develop and manage strategies.

You will have highly developed knowledge of and experience in project management including project management systems and practices.

You will have highly developed knowledge of and experience in procurement systems, policy and procedures.

You will possess relevant experience in the building or construction industry.

## **Achieve Results**

You will establish clear plans and timeframes; build teams with capability to deliver results; and monitor progress to identify risks which may impact on outcomes or individual client/ business requirements.

You will have demonstrated strategic leadership skills to inspire and influence; leverage expertise and resources to achieve quality outcomes.

## **Build Productive Relationships**

You will have demonstrated ability to work collaboratively, harness the contribution of others, build effective relationships and foster a positive team environment.

## **Exemplify Personal Integrity and Awareness**

You will have a high-level of self-awareness, probity and resilience; and dedication towards upholding the departmental values in leading the delivery of quality outcomes.

## **Communicate and Influence Effectively**

You will have demonstrated ability to influence effectively and lead the delivery of a customer-centric service.

You will seek to understand your audience; ensure a strong grasp of issues and clear facilitation of debate when undertaking negotiations. You will have demonstrated high-level written and verbal communications that are clear and appropriate.

## **Desirable**

Possession of, or progress towards, a relevant tertiary qualification, preferable in project management, engineering, architecture or strategic procurement.

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## **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: Emily Butcher, Human Resource Consultant, July 2022

Classification Evaluation Date: October 2019