



Position Description

Position Title:	Senior Project Manager, Workplace Health and Safety	Classification Level:	Level 7
Position Number:	00033295 & 00033296	Reports to:	Assistant Director Workplace Health and Safety, L8
Directorate:	Service and Invest	Supervises:	Nil
Branch/Section:	Office of the DDG	Location:	Perth Metropolitan Area



Empathy Collaboration Growth Clarity

Our Values

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

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

Role Summary

The Senior Project Manager, Workplace Health and Safety (WHS) is responsible for leading and managing the planning and delivery of WHS projects and initiatives to ensure health, safety and wellness outcomes consistent with the Department's overarching Work Health and Safety system. The role manages project stakeholder engagement, planning, preparation and execution of any business change and communication strategies associated with the delivery of such projects. The role will work in partnership and collaboration with diverse teams, including the broader WHS team to implement WHS project plans.

Responsibilities

- Responsible for management of workplace health and safety projects and initiatives, including developing project plans, communications, stakeholder evaluations, project outcomes and delivery.
- Provide specialist advice on significant project management issues in accordance with leading practice, and Workplace Health and Safety legislation and regulations.
- Provide leadership, stakeholder management and communication strategies and initiatives related to implementing assigned projects.
- Consult and negotiate with business unit managers and business stakeholders as appropriate.
- Liaise with client agencies and maintain relationships to ensure project outcomes are met.



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- Develop and maintain internal and external relationships to facilitate project delivery.
- Provide regular project status reports containing recommendations and suggested implementation strategies to the senior stakeholders and governance groups.
- Manage project resources including people, financial, physical and information to meet project obligations and objectives.
- Undertake research and keep up to date with emerging trends and issues in relation to Workplace Health and Safety legislation and regulations to inform innovative solutions and strategies.
- Facilitate education and awareness where appropriate.
- Contribute to the development of workplace health and safety strategies and policies.
- Demonstrate Finance's values in all interactions to contribute towards an innovative, customer focused, high-performing and values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Leading Others.
- Perform other duties as required.

Essential Requirements

- Highly developed knowledge of and experience in project management including project management systems and practices.
- Sound knowledge and understanding of contemporary work health and safety legislation and regulations.
- High-level written and verbal communication skills that are clear and appropriate with the ability to negotiate and influence effectively.
- Ability to work independently and as part of a project management team.

Desirable Requirements

- Relevant tertiary qualifications.

Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of Finance and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in **Leading Others** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **Lead collectively:** Seek and build key relationships, work together, and focus on the greater good.
- **Think through complexity:** Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
- **Dynamically sense the environment:** Be in tune with the political, social, and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
- **Deliver on high leverage areas:** Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
- **Build capability:** Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
- **Embody the spirit of Public Service:** Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interest of the public good.



- **Lead adaptively:** Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

Pre-employment requirements

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100 point identification check and Criminal Records Screening clearance.

Certification

Verified by: Emily Butcher, Senior Human Resources Consultant, June 2024

Classification Evaluation Date: February 2018

