



Position Description

Position Title:	Project Manager, Workplace Health and Safety	Classification Level:	Level 6
Position Number:	00033357	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 Project Manager, Workplace Health and Safety (WHS) is responsible for the management of WHS projects and initiatives. The role builds and maintains strong relationships with stakeholders to ensure the efficient and effective delivery of projects and initiatives consistent with the Department's overarching Work Health and Safety system. The role will work in partnership and collaboration with diverse teams, including the broader WHS team to deliver WHS project plans.

Responsibilities

- Manage workplace health and safety projects and initiatives to facilitate delivery, including developing project plans and is responsible for project delivery and outcomes.
- Address project scope, time, cost, quality assurance, human resources, communications, risk, and project integration issues.
- Provide specialist advice on project management issues in accordance with leading practice and Workplace Health and Safety legislation and regulations.
- Monitor and report on progress of projects and maintenance of records.
- Monitor and ensure compliance with Workplace Health and Safety legislation and regulations.
- Facilitate education and awareness where appropriate.
- Liaise with stakeholders and maintain relationships to ensure project outcomes are met.
- 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 Personal Leadership.
- Perform other duties as required.

Essential Requirements

- Demonstrated experience in project management including project management systems and practices.
- Knowledge and understanding of contemporary workplace health and safety legislation and regulations.
- Highly developed communication and interpersonal skills with ability to approach negotiations with a clear understanding of key issues and desired outcome.
- Ability to work independently and part of a 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 **Personal Leadership** 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: January 2018

