**Job Description Form**

**Project Manager (Community Agreements)**

**Position Details**

**Position Number:** Generic

**Classification:** Level 5

**Award/Agreement:** Public Sector Award and Agreement

**Organisational Unit:** Housing and Homelessness / Portfolio and Asset Services / Remote Aboriginal Housing

**Location:** Perth Metropolitan Area

**Classification Date:**

**Effective Date:** December 2024

**Reporting Relationships**

**This position reports to:**

Senior Project Manager (Community Agreements), Level 6

**Positions under Direct Supervision:**

This position has no subordinates.

**About the Department**

The Department of Communities is Western Australia’s major human services department that brings together vital services and functions that support individual, family and community wellbeing.

Working closely with our partners across government and the community services sector, our areas of responsibility include disability services; child protection; housing; homelessness; women’s interests; community services; prevention of family and domestic violence; seniors and ageing; volunteering; and youth.

We support many Western Australians, with a focus on some of the most vulnerable people in our state. The job we do is rewarding but can be challenging.

People, place and home is at the core of everything we do and why we do it.

We work for the people who make up our communities across Western Australia; we help people be the best they can be. We focus our efforts on building places that are inclusive and connected and offer everyone the opportunity to prosper. And we support children and families so that they can have a physically and emotionally secure place to call home.

We promote a diverse workforce and embrace a high standard of equal opportunity, health and safety, and ethical practice.

Join us and work in a role where you can make a real difference to the lives of children, families, individuals and communities throughout Western Australia.

**About the Housing and Homelessness Division**

The Housing and Homelessness Division, as part of the Department of Communities, is responsible for leading the policy, planning and delivery of land, housing and built-form construction activities of the agency. The Division also leads the key portfolios of Homelessness, Remote Communities and Government worker housing. It’s about more than building houses – it’s about creating vibrant and inclusive communities that meet the needs of all types of people and contribute to individual and community wellbeing.

Housing and Homelessness objectives are:

* delivering and maintaining dwellings and assets required to enable the Department of Communities to deliver services to those with housing related needs and support the Western Australian housing market;
* delivering *All Paths Lead to Home* Strategy and homelessness services;
* delivering aboriginal housing and remote communities’ assets and services;
* leading WA Government housing policy and planning for social and affordable housing; and
* creating and supporting diverse and inclusive communities.

**Role Statement**

This position is responsible for assisting the Manager to:

* Provide land tenure, Aboriginal heritage and native title advice;
* Manage and administer the formation and negotiation of community agreements for the implementation of construction and infrastructure projects;
* Manage and negotiate contracts relating to land and Aboriginal heritage matters for the implementation of construction and infrastructure projects; and
* Negotiate and implement agreements relating to housing in Aboriginal communities.

**Position Duties and Responsibilities**

**1. Planning and Project Management**

1.1 Coordinates and administers the negotiation, formation and implementation of housing-related agreements with Aboriginal communities.

1.2 Coordinates and provides native title, Aboriginal heritage and land tenure services.

1.3 Advises on land tenure, Aboriginal heritage and native title matters for the planning and implementation of projects.

1.4 Prepares advice to project proponents regarding Aboriginal heritage and native title compliance issues with relevant legislation.

1.5 Assists the Manager with specific projects, including strategic and operational objectives, to ensure delivery on timeframes, budget and standards.

1.6 Undertakes and / or coordinates and supervises the investigation, collation, analysis and evaluation of reasonably complex issues, policies, practices and/or procedures to identify relevant factors and provide recommendations for further consideration or action.

1.7 Assists with the financial tracking and reporting of the project.

1.8 Monitors the progress of project/s, prepares progress briefings and provides options to the Manager to ensure that performance indicators and milestones are met.

1.9 Consults and negotiates with areas having an interest in or which will be impacted by the Project to ensure stakeholders’ requirements are met.

1.10 Liaises and negotiates, with limited authority, with consultants, external agencies and Department personnel at all levels as required.

1.11 Facilitates workshops and seminars as required within the project management activities.

1.12 Produces corporate reports and recommendations based on project outcomes.

1.13 Develops and coordinates methods to evaluate the effectiveness of implemented initiatives.

1.14 Coordinates and monitors the implementation and / or evaluation of project outcomes, including conducting information and/or training sessions as directed.

1.15 Assists with preparing briefing notes and responses to Ministerial and Parliamentary enquiries.

1.16 Undertakes site visits to consult stakeholders on matters relating to native title, Aboriginal heritage and land tenure.

**2. Planning**

2.1 Participates in the planning of remote community housing programs and projects, including research and analysis.

2.2 Coordinates the planning of programs and projects with stakeholders.

2.3 Provides drafting to support the creation or variation of property management agreements.

**3. General**

3.1 Monitors and undertakes legal document administration to ensure compliance with specifications, relevant statutory regulations and relevant State and Commonwealth acts.

3.2 Understands and complies with information security policies and procedures to ensure information holdings and systems are kept confidential and used accurately and reliably.

**Corporate Responsibilities**

1. Exhibits accountability, professional integrity and respect consistent with Communities Values, the Code of Conduct, and the public sector Code of Ethics.

2. Actively participates in the Communities performance development process and pursues professional development opportunities.

3 Participates in emergency or critical event response management duties as required.

4. Undertakes other duties as required.

**Work Health and Safety Responsibilities**

**All Employees (and Volunteers / Trainees / Contractors)**

1. Take reasonable care for your own health, safety and wellbeing at work, and that of others who may be affected by your actions or omissions; and comply and cooperate with safety and health policies, procedures and applicable legislated requirements.

**Supervisors (if applicable)**

2. In addition to the Employees WHS responsibility, ensure as far as practicable, the health, safety and wellbeing of staff under your supervision through the provision of a safe workplace in accordance with health and safety legislation.

**Essential Work-Related Requirements (Selection Criteria)**

1. Well-developed written communication, negotiation, facilitation and presentation skills, with experience in effectively and sensitively communicating in cross-cultural settings.

2. Well-developed skills in project management or project activities, including identifying timeframes for projects and the resources required to complete tasks and plan contingencies.

3. Demonstrated organisational and planning skills.

4. Demonstrated ability and experience in working in an autonomous manner within a team environment.

5. Demonstrated research, analytical and problem-solving skills.

**Desirable Work-Related Requirements (Selection Criteria)**

1. Understanding of Aboriginal culture and issues.

2. Experience in negotiating or implementing agreements concerning native title and heritage.

**Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.

2. Ability to travel to regional or remote locations, including by light aircraft, and to stay overnight or for short periods.

3. Possession of a current Western Australian 'C' or 'C-A' Class Driver’s Licence or equivalent, and the ability to travel in response to organisational needs. This requirement continues for the duration of employment in this position and from time-to-time production of the licence may be required upon request by the Department.