**Job Description Form**

**Senior Project Manager**

**(Community Agreements)**

**Position Details**

**Position Number:** Generic

**Classification:** Level 6

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

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

**Location:** Perth Metropolitan Area

**Classification Date:** August 2007

**Effective Date:** December 2024

**Reporting Relationships**

**This position reports to:**

Land Tenure and Agreements Manager, 015563, Level 7

**Positions under Direct Supervision:**

This position may supervise a small team.

**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**

The Senior Project Manager is responsible for:

* developing and implementing agreements relating to housing in aboriginal communities;
* providing land tenure, aboriginal heritage and native title advice; and
* managing and negotiating contracts relating to aboriginal land and heritage matters for the implementation of construction projects

This role will engage, monitor and liaise with stakeholders to facilitate project/s executions.

**Position Duties and Responsibilities**

**1. Planning and Project Management**

1.1 Undertakes planning and the project management of housing-related agreements with remote Aboriginal communities

1.2 Facilitates and manages the assessment of requirements for accessing land in Aboriginal communities to a standard acceptable to key stakeholders’ compliance requirements.

1.3 Facilitates planning input for the development of community layout plans and housing-related agreements.

1.4 Facilitates the development of analysis, assessments and proposals concerning native title, heritage and land tenure for selected projects.

1.5 Monitors and controls the schedule of deliverables, budgets and payments for selected projects.

1.6 Prepares project progress reports and reviews against budget and targets as required.

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

**2. Liaison and Relationship Management**

2.1 Liaises with the key stakeholders to ensure effective planning and delivery of projects for Aboriginal communities.

2.2 Liaises and builds positive and effective relationships with relevant internal and key external stakeholders and consultants to facilitate the development of construction projects.

**3. General**

3.1 Engages consultants where necessary to assist with planning projects for Aboriginal communities, using appropriate state and local government procurement methodologies.

3.2 Prepares project level briefings in relation to housing-related agreements, native title, heritage and land tenure.

3.3 Applies equal opportunity and diversity principles and practices in all aspects of this role.

3.4 Represents the Department at various forums and meetings, as appropriate.

3.5 Supervises a small team, including responsibility for the teams’ performance and development.

**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 the ability to effectively and sensitively communicate with a range of people in various contexts, including cross-cultural settings.

2. Demonstrated substantial experience in the planning and managing of multiple complex projects related to Aboriginal controlled land.

3. Well-developed planning and organising skills.

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

5. Well-developed initiative, research, analysis and problem-solving skills, including the ability to provide solutions to complex design and contract management issues.

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

1. An understanding of Aboriginal culture and issues.

2. A relevant Tertiary qualification.

3. Experience negotiating or implementing agreements concerning native title and Aboriginal heritage.

**Essential Eligibility Requirements / Special Appointment Requirements**

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

2. Appointment is subject to a satisfactory Communities’ Employment Records Check.

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

4. 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.

5. Candidates possessing international qualifications must provide assessment by the Overseas Qualification Assessment Unit (OQU) from Department of Workforce Development and Training WA or OQU assessment from another state for approval as an equivalent by the Executive Director, Department of Commerce.