

Job Description Form (JDF)

Position details

Position title: Project Manager
Position number: 70250044
Classification: Level 8
Physical location: Katanning
Award: PSA 1992
Agreement: PSCSAA 2024
Pillar: Primary Industries Development
Directorate: Livestock
Branch: Katanning Research Station

Reporting relationships

Reports to: Director Livestock (70190256), Specified Calling Level 5
This position
Direct reports: 8

Role summary

Leads and directs the delivery of strategic and highly complex projects that support delivery of Department and Government objectives.

About us

Our department (DPIRD) leads sustainable development of WA's regions and agriculture, aquaculture, food and fisheries sectors. Our Ministerial portfolios are Agriculture and Food, Fisheries and Regional Development.

We **unlock and guide economic opportunities** for these sectors and regions, balanced with the **stewardship of our land and aquatic resources**. In everything we do we take the approach of:

- **Protect** through stewardship of our people, land and aquatic resources.
- **Grow** our primary industries and regions through balancing social, economic and environmental drivers.
- **Innovate** through a culture of inquiry and adaptation.

We draw on our grow, protect, innovate approach to deliver priorities under three outcome areas:

1. Management and stewardship of WA's land and aquatic resources.
2. Capable and empowered communities.
3. Dynamic regions and primary industries

Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- **Working together** – We achieve better outcomes with our colleagues, stakeholders and the community by engaging with their ideas, knowledge and expertise.
- **Acting with integrity** – We foster a culture where individuals are accountable for their actions, behaviours and contributions.
- **Responding with purpose** – Our actions and reactions are intentional, well thought out and align with a specific objective or goal.
- **Embracing curiosity and creativity** – There is always space to be innovative, through curious and creative thinking.
- **Aspiring for a better future** – Our combined efforts deliver sustainable results – environmentally, socially and economically.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Project Management

- Leads and directs the development and implementation of project and contract management strategies, policies, plans and frameworks to deliver the highest value outcomes.
- Leads and directs project teams as required to ensure the achievement of team objectives.
- Ensures the provision of timely and relevant briefings, reports, advice and recommendations to the executive and other key stakeholders on project delivery.

- Implements agreed project management policy, methodologies, principles.
- Coaches and develops team members to attain the required competencies to deliver high productivity project service delivery.
- Maintains professional skills to an appropriate standard and undertakes continuous knowledge improvement of contract, project management concepts, techniques and standards.
- Contributes to the administration and management of procurement processes in accordance with established policies and guidelines.
- Ensures the application of agreed evaluation and measurement frameworks to monitor effectiveness of investments against outcome-based objectives.
- Ensures the monitoring of contracts and agreements for compliance with project deliverables and government policy and processes.
- Ensures identified non-compliance issues are addressed.
- Ensures required indicator data is collated and reports provided in an accurate and timely manner.

Corporate Responsibilities

- Establishes, develops and maintains and effectively manages strategic partnerships, collaborative working relationships and effective communication networks with key stakeholders and agencies.
- Works cooperatively with other Departmental and staff to ensure collaboration and consultation on project management.
- Represents the Department as required.
- Develops teamwork among staff to produce quality outcomes based on customer service principles and practices.
- Promotes and actively advocates for a high performing work environment and culture to empower, motivate and develop staff.
- Optimises utilisation of resources by ensuring the application of financial, people and procurement policies.
- Applies relevant safety procedures/guidelines and equal opportunity principles to performance of work.
- Applies the guidelines and principles of the Western Australian Public Sector Code of Ethics and our Department's Code of Conduct.
- Models, promotes and demonstrates a genuine commitment to DPIRD's values.
- Applies risk management to all business processes.
- Exercises appropriate initiative and in consultation with stakeholders assists in continuously improving processes and systems.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Substantial experience in highly complex project management in an economic development environment.

Core capabilities

2. *Build effective relationships:* Highly effective interpersonal, presentation and negotiation skills with a proven ability to consult across senior levels in the public and private sectors, building and sustaining productive working relationships with a diverse range of stakeholders; facilitating collaborative partnerships and resolving conflicts effectively.
3. *Challenge for innovation:* Inspires a strategic sense of purpose and direction, establishes goals that link to strategic objectives; harnesses information and considers opportunities.
4. *Think strategically:* Demonstrated ability to engage key stakeholders in the identification of future; science, economic and social needs and goals of the industry and, the response required to deliver those needs.
5. *Deliver in a changing environment:* Capability to achieve balanced outcomes through managing competing deadlines, driving continuous improvements and effectively managing change, while recognising the competing social, economic and environmental priorities of stakeholders.
6. *Lead and empower others:* Highly developed strategic; leadership, planning and management skills with a highly developed ability to motivate and influence people.

Desirable criteria

1. Possession of, or progression towards a tertiary qualification relevant to the nature of the project.
2. Possession of an undergraduate or higher qualification in project management.

Special requirements/equipment

- Current Western Australian C or C-A class drivers' licence or equivalent.
- An acceptable National Police Certificate (police clearance) is required. If not currently held, must be acquired prior to commencement at applicant's expense.
- Occasional travel to and from metropolitan and regional offices may be required.
- The contract of employment specifies terms and conditions relating to this position.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.

Delegated authority

Position title: Deputy Director General, Primary Industries Development

Endorsement Date: 16 May 2023