# Job Description Form – Senior Project Manager

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| **Position number:** | Generic | **Classification:** | Level 6 |
| **Division:** | Infrastructure | **Branch/section:** | Infrastructure |
| **Reports to:** | Various | **Direct reports:** | Nil |

## Position details

## Position purpose

Liaises with state sporting organisations, local government and other state government agencies to influence the planning, design and management of sport, recreation and community infrastructure.

## Context

The Infrastructure team develops and manages infrastructure programs and projects. It ensures Western Australia’s cultural, arts, sporting and recreation infrastructure are well planned, designed and managed to meet community needs in line with Department of Local Government, Sport and Cultural Industries’ strategic objectives.

## Responsibilities

1. Liaises with, and provides advice to other government agencies, state sporting associations, local government, not for profit and private organisations and the community to respond to strategic directions identified by the Department regarding the planning of national, state, regional and local sport, recreation and community infrastructure (including Public Open Space).
2. Provides strategic advice to the Director, Executive Director and department Executive on sport, recreation and community infrastructure.
3. Maintains a current knowledge of facility planning, design, governance and management practices in order to provide effective consultancy to stakeholders.
4. Liaises across the department to ensure consistency in the planning, development and ongoing operation of infrastructure.
5. Represents the Department on project control groups and other working parties related to the planning, development, design and transition to operations of sport, recreation and community infrastructure.
6. Coordinates the development of departmental responses on legislation, strategy, policy, urban and regional planning as they relate to sport, recreation and community infrastructure.
7. Prepares, commissions and reviews reports, Ministerial briefing notes, business cases, needs and feasibility assessments, publications and other technical documentation.
8. Performs project, contract and grant management functions relating to state government investment in local, regional and state sporting and recreation related infrastructure.
9. Undertakes a range of projects relating to the planning, development and operation of sport, recreation and community infrastructure.
10. Adheres to Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
11. Demonstrate the Expected Behaviours of the leadership context for this role listed below.
12. Perform any other duties as assigned or necessary to support the objectives of DLGSC.

## Selection criteria

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position. These criteria can be assessed against any stage of the recruitment process. Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

## Essential

1. Well developed conceptual, research, analytical and problem-solving skills, including initiative and the ability to identify issues and develop and implement solutions.
2. Experience in policy and strategy development, including analysis and implementation.
3. Well developed verbal communication, interpersonal and negotiation skills, with proven ability to build and maintain productive relationships with internal and external stakeholders to successfully influence and achieve desired project outcomes.
4. Well developed written communication skills, including drafting and contributing to briefings note, reports and strategic projects.
5. Demonstrated project management experience with the ability to organise and coordinate a range of initiatives, to successfully deliver outcomes.

## Desirable

1. Tertiary qualification and/or relevant demonstrated experience.
2. Knowledge of local government and sporting organisations structures and operations.

## Leadership expectations

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](https://www.wa.gov.au/organisation/public-sector-commission/leadership-expectations) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

This role falls under the **Personal Leadership** context.

## Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100-point Identification Check prior to commencement.

## Special Conditions

Other conditions specific to this role are:

* Ability and willingness to undertake travel for business needs may be required
* Working outside business hours may be required

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| Registration date | 24 March 2025 |