



Position Description

Position Title:	Project Manager (Regional)	Classification Level:	6
Position Number:	Generic	Reports to:	Senior Project Manager L7
Directorate:	Buildings and Contracts	Supervises:	0 FTE
Branch/Section:	Regional Operations	Location:	Regional



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 role is responsible for the delivery of infrastructure projects and programs, including the project management of medium to high value and risk projects in regional and remote communities, as well as a wide range of minor works and maintenance activities.

The role leads public and private sector professionals to plan, deliver and maintain buildings for Government, and works closely with local industry and regional client agencies to promote whole-of-government policies and objectives.

Responsibilities

- Advocate for regional interests, including the achievement of whole-of-government objectives in relation to local and Aboriginal business engagement.
- Manage medium to high value and risk projects and programs (primarily building and construction) in regional and remote communities, as well as a wide range of minor works and maintenance activities.
- Develop medium to high value and risk contracts, including procurement planning, tender documentation and evaluation, contract formation, and contract management plans in consultation and negotiation with stakeholders.
- Provide specialist advice on project and contract management issues, as well as matters of government policy such as local and aboriginal business engagement.



- Develop alliances between contractors, suppliers, industry representatives and advocates, and stakeholders to promote departmental and government priorities and objectives.
- Manage contracts, contractors, and consultants to ensure that projects, minor works and maintenance activities are delivered in line with departmental and government objectives, and completed to approved scope, budget, time and quality.
- Co-ordinate and participate in supplier selection and work allocation processes.
- Monitor and report on progress of works and maintenance of records.
- Assist owner agencies in the development of asset plans.
- Undertake management and leadership of project teams which may include managing multiple work groups.
- Develop and mentor regional staff.
- Lead dispute resolution processes to resolve problems/issues associated with contractual disputes and the implementation of government policies.
- 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 directed.

Essential Requirements

- Well-developed project management skills, with experience delivering medium to high value and risk, non-residential building projects and programs in a regional and remote context.
- Well-developed knowledge of, and experience in, tendering, procurement, and contracting procedures.
- Highly developed communication, interpersonal and negotiation skills with ability to liaise and deliver a customer-centric service.

Desirable Requirements

- Experience in the building or construction industry.
- Sound knowledge of Government procurement policies, standards and practices.
- A tertiary or trade qualification(s) in project management, procurement, engineering, architecture, or equivalent discipline related to the duties of the position.

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: K.Pallotta, HR Consultant, May 2025

Classification Evaluation Date: January 2018

