



Position Description

Position Title:	Senior Project Manager	Classification Level:	7
Position Number:	Generic	Reports to:	Regional Manager L8
Directorate:	Building and Contracts	Supervises:	1-5 FTE
Branch/Section:	Regional Operations	Location:	Regional

Role Summary

Senior Project Manager (Regional) is responsible for infrastructure project and program delivery, including the project management of medium to significant risk projects in regional and remote communities, and the oversight of a wide range of minor works and maintenance activities. The role leads project teams of departmental 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. The role contributes to strategic asset planning undertaken by government agencies, the development of capital works business cases and asset investment proposals and programs and are responsible for the management of the Department of Finance's (Finance) regional offices.

Responsibilities

- Manage medium to significant 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 significant 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 significant 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.
- Manage, co-ordinate and participate in supplier selection processes, work allocation and performance management activities.
- Provide strategic asset management advice to client agencies, customer teams and the Regional Manager that supports the achievement of whole-of-government priorities and objectives, and client agency needs. This includes, but is not limited to, the development of strategic asset management strategies and plans.
- Manage all resourcing and financial aspects of building maintenance, restoration and breakdown repairs delivery in the regions.
- Lead dispute resolution processes to resolve problems/issues associated with contractual disputes and the implementation of government policies.



- Ensure accountability in the team and strong governance in all aspects of regional operations (including the management of conflicts of interest and associations).
- Act as a conduit and local delivery agent for all areas and services within and across the Department as and when required.
- Advocate for regional interests, including the achievement of whole-of-government objectives in relation to local and aboriginal business engagement.
- Demonstrate the expected leadership behaviours and mindsets in the context of Leading Others.
- Perform other duties as directed.

Essential Requirements

- Highly developed conceptual, analytical and strategic problem-solving skills with the ability to develop and manage strategies in a regional context.
- Extensive experience in procurement and project management, including the delivery of medium to significant risk non-residential building projects and programs in regional and remote communities.
- Proven ability to manage the provision of a wide range of high-quality customer focused services in a small office environment, often connecting with key stakeholders and clients remotely.
- High-level written and verbal communication skills that are clear and appropriate with the ability to negotiate and influence effectively.

Desirable Requirements

- Sound knowledge of Government procurement policies, standards and practices.
- Extensive experience in the building or construction industry.
- Tertiary or trade qualifications 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 the Department and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in **Leading Others** 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: Emily Butcher, Senior HR Consultant, July 2025

Classification Evaluation Date: September 2016