# Job Description Form – Principal Project Manager

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| **Position number:** | 16380 | **Classification:** | Level 7 |
| **Division:** | Infrastructure | **Branch/section:** | Planning and Delivery |
| **Reports to:** | 14972 – Director Programs | **Direct reports:** | 1 |

## Position details

## Position purpose

The role is accountable for liaising with state sporting organisations, local government and other state government agencies to influence the planning, design and management of sport, recreation and community infrastructure programs and projects. The role has a key focus on ensuring collaboration across all stakeholders involved in implementing key strategies to support the planning project team, grants and coordination of projects delivery.

## 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 Creative Industries, Tourism and Sport’s strategic objectives.  

## Responsibilities

1. Provides leadership and management of the day-to-day operations of the Infrastructure Strategic Policy Programs and Asset Management section.
2. Oversees grant management functions relating to state government investment in local, regional and state sporting and recreation related infrastructure.
3. Liaises with to provide consultation and 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 regional and local sport, recreation and community infrastructure (including Public Open Space).
4. Provides strategic advice to the Director, Executive Director and department Executive on sport, recreation and community infrastructure.
5. Maintains a current knowledge of facility planning, design, governance and management practices in order to provide effective consultancy to stakeholders.
6. Liaises across the department to ensure consistency in the planning, development and ongoing operation of infrastructure.
7. Represents the Department on Infrastructure planning and development project control groups and other working parties related to the planning, development, design and transition to operations of sport, recreation and community infrastructure.
8. Provides input into departmental responses on legislation, strategy, policy, urban and regional planning as they relate to sport, recreation and community infrastructure.
9. Prepares, commissions and reviews reports, Ministerial briefing notes, business cases, needs and feasibility assessments, publications and other technical documentation.
10. Is responsible for Project, contract and grant management and the delivery of election commitments and other investments in sporting, recreation and community infrastructure.
11. Performs project, contract and grant management functions relating to state government investment in local and regional sporting and recreation related infrastructure.
12. Maintains knowledge of best practice grants management policies and processes.
13. Adheres to Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
14. Demonstrate the Expected Behaviours of the leadership context for this role listed below.
15. Perform any other duties as assigned or necessary to support the objectives of CITS.

## 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. Extensive experience in grant management functions relating to state government investment in local, regional and state sporting and recreation related infrastructure Highly developed communication and interpersonal skills at a leadership level, including ability to influence, negotiate and resolve conflicts.
2. Extensive experience in working collaboratively with internal and external stakeholders to implement activities in line with policy objectives.
3. Conceptual and analytical skills with the ability to apply initiative in the resolution of complex policy issues.
4. Highly developed skills in data analysis and preparing, reviewing and communicating technical documents to various stakeholders.

## Desirable

1. Tertiary qualification and/or relevant demonstrated experience.
2. Knowledge of local government, state sporting associations and community not for profit organisations.

## 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 **Leading Others** 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.

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| Registration date | 7 August 2025 |