

Statement of Duties

Strategic Infrastructure Projects

Project Manager – Infrastructure Strategy

Objective

To work in close collaboration with the Infrastructure Strategy and Asset Management Manager and the broader Strategic Infrastructure Projects (SIP) team to provide high-level, solution-focused project management across the lifecycle of major infrastructure initiatives, including business case development, capital project delivery and asset renewal activities led by the Department of Justice's Strategic Infrastructure Projects Unit.

Duties

- Manage all phases of a range of complex capital works projects and support the development of infrastructure business cases, ensuring alignment with Departmental client service and operational needs. This includes the management of consultants and contractors, delivery within specified timelines, procurement processes and assessments, and management of budgets in accordance with Tasmania's Financial Management Framework.
- Contribute to the development and continuous improvement of policies and processes to guide all phases of the asset management lifecycle and foster a strategic approach to asset management across the Department of Justice portfolio, including practices that support robust business case development and early-stage planning.
- In line with the Department's Change Management Framework, work alongside the Change Management Office and key stakeholders to identify change initiatives and be part of change assessments regarding the variation and complexity of the management of change in relation to capital works projects, including those progressing from business case through to delivery.
- Prepare, maintain and report on key project documentation including project management plans and communication plans and, in accordance with the Agency's Risk Management Framework, develop, maintain and report against project risks and issues, including risks associated with business case assumptions and early-stage project definition.
- Provide high-level advice, support and coordinate the activities of Steering Committees and relevant Project Sub-committees including the preparation of submissions, briefings, correspondence and status reports, including material necessary to support business case approvals and investment decisions.
- Develop and maintain effective and productive working relationships with a range of project stakeholders including Department of Justice staff, Steering Committees, Project Working Groups and Project Reference Groups, professional bodies and other Government Departments, ensuring effective engagement throughout business case development and project delivery stages.

- Identify and facilitate the management and resolution of direct and indirect service and operational issues that result from the construction, installation, completion and commissioning of capital works and Electronic Security System renewal projects, and support early identification of operational impacts during business case development.
- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety (WHS) processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
- The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Level of responsibility

The substantive occupant is responsible for:

- Operating with a high degree of autonomy and be responsible for the leadership, management and satisfactory completion of project tasks within the set parameters of the project.
- Displaying independent judgement in the determination of strategies, priorities and resource allocation.
- Working effectively, both individually and as a manager of a small team.
- Ensuring timely and effective communication and authoritative advice to all project stakeholders.
- Upholding and championing the [Department's commitment to the safety and wellbeing of children and young people](#); actively participating in and contributing to our rights-based approach to care; meeting all obligations under the Child Safety and Wellbeing Policy, Professional Conduct Policy, and other Departmental child safety policies and complying with mandatory reporting obligations.
- Ensuring efficient and effective management of WHS for your areas of responsibility in accordance with the WHS Act, including to participate in the development and improvement of safety initiatives and safeguarding practices for vulnerable people (including to attend relevant training provided by the Department).
- Contributing to our values-based culture by demonstrating values of Integrity, Respect, Accountability, Inclusive and Collaborative, and leading your team in a values-based manner, including to ensure team members uphold and role model the values.

Direction and supervision received

- The position operates under broad direction from the Infrastructure Strategy and Asset Management Manager within the Strategic Infrastructure Projects Unit.

Selection criteria

1. A well-demonstrated ability to develop and manage all phases of complex capital works projects effectively, requiring high-level problem-solving ability in a public sector environment, including the development and analysis of infrastructure business cases and early-stage project definition.
2. Demonstrated high-level written and verbal communication skills, including conflict resolution and negotiation skills, and the ability to work collaboratively and effectively with stakeholders, including consultants and contractors, and to represent the Agency, with the capacity to communicate complex project, planning and business case information clearly to decision-makers.
3. High-level conceptual, analytical and strategic skills, along with the ability to plan and prioritise activities, research, interpret and analyse information, and identify and make sound judgments about relevant issues within a political, social and organisational context, including the ability to assess service needs, analyse options and support the development of evidence-based business cases.
4. Well developed management skills with the ability to manage human, financial and physical resources, and the ability to work individually and as a member of a team, applying contemporary management techniques.
5. Sound understanding of the operation of prison and court facilities, including Electronic Security Systems within these environments, and an understanding of the political, social and organisational environment in which the service operates, or the demonstrated ability to quickly acquire the knowledge necessary to inform effective business case development and capital project delivery.
6. Demonstrated understanding of strategic asset management and the ability to undertake value management, risk management and change management using appropriate techniques and tools, including applying these disciplines during business case development to ensure proposals are feasible, strategic and aligned with organisational priorities.

Essential requirements

- Nil

Desirable requirements

- Tertiary qualifications in a related discipline.

Pre-employment Checks

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

1. Pre-employment checks
 - Arson and fire setting
 - Violent crimes and crimes against the person

- Sex-related offences
 - Drug and alcohol related offences
 - Crimes involving dishonesty
 - Crimes involving deception
 - Making false declarations
 - Malicious damage and destruction to property
 - Serious traffic offences
 - Crimes against public order or relating to the Administration of Law and Justice
 - Crimes against Executive or the Legislative Power
 - Crimes involving Conspiracy
2. Disciplinary action in previous employment.
 3. Identification check.

Position summary

Title	Project Manager – Infrastructure Strategy, Strategic Infrastructure Projects
Number	358174
Award	Tasmanian State Service Award
Classification	General Stream Band 7
Division	Strategy, Governance and Major Projects
Full-time equivalent	1.0 FTE
Output Group	Strategic Infrastructure Projects
Branch	Infrastructure Strategy and Asset Management
Supervisor	Manager Infrastructure Strategy and Asset Management
Direct reports	
Location	Hobart
Position category and funding	Cost Code A269
CM Reference	

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