

## Senior Project Officer- Accommodation

### Statement of Duties

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<b>Position number:</b>	707619
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream Band 7
<b>Division/branch/section:</b>	Strategic Services/Major Projects
<b>Location:</b>	Hobart
<b>Full Time Equivalent (FTE):</b>	1.0
<b>Employment status:</b>	Fixed-term
<b>Ordinary hours per week:</b>	36 hours 45 minutes
<b>Supervisor:</b>	Project Manager (Building Redevelopment)

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#### Position Objective

The purpose of the role is to provide high level project management expertise, change management and stakeholder liaison to deliver the Lands Building Redevelopment Project.

#### Major Duties

- Build and maintain positive consultative relationships with stakeholders and information networks to ensure the delivery of outcomes.
- Lead change management and communications activities with internal and external stakeholders impacted by the Project.
- Manage and monitor project activity through detailed project plans and schedules.
- Manage and monitor progress of projects to ensure that milestones and performance indicators are met, including providing timely and effective project status reports and other required reports as needed.
- Identify, manage and mitigate project risks, including the provision of high level reports on risks and budget management strategies.
- Prepare detailed and comprehensive Project Management Plans and other relevant project documentation.
- Manage the human, physical and financial resources required to implement and complete the projects for which the position is responsible in accordance with relevant legislation and contemporary practices.

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- Provide high level advice and communicate effectively across the Agency on the delivery of the Lands Building Redevelopment Project and project progress.

### **Classification Band Advanced Assessment Point**

The classification of this position under the Tasmanian State Service Award provides the opportunity for its current occupant to advance from Range 1 to Range 2 within the same Band. Performance requirements at the upper end of the band are expected to be more challenging and assessment criteria are expected to be more rigorous than those that apply to normal salary progression. Employees are to have served at least six months at their current salary level prior to the salary movement and are assessed as meeting the performance criteria of their Performance Plan to at least a satisfactory level.

### **Responsibility, Decision-Making and Direction Received**

The occupant of the position is responsible for:

- efficient and effective program or service delivery including budget management, optimum use of resources and maintaining and/or modifying policy, administrative processes and research projects. This includes planning future activities, negotiating for appropriate resources and determining measures for accountability.
- keeping abreast of contemporary developments in project management and associated methodologies.
- the development of strategy, policy or program implementation especially with regard to new developments.
- ensuring a safe working environment by complying with relevant Work Health and Safety (WHS) legislation, codes of practice and policies, procedures and guidelines issued under the Department's WHS Management System.

The decision making and direction received in relation to the role are that the occupant:

- operates with considerable autonomy and is required to provide leadership regarding the design, development and operation of function and/or program activities. Guidance and instruction may on occasion be received on the implementation of highly technically complex modification that provide solutions consistent with policy, regulatory and/or technological requirements and developments.
- defines core program and service delivery issues to develop options and recommendations for operational change and/or for new research projects.

### **Knowledge, Skills and Experience (Selection Criteria) (in relation to the Major Duties)**

- High level change management and strategic communications expertise in leading organisational change.
- High level specialised expertise and extensive experience in the management of complex projects and an understanding of contemporary project management methodologies.

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- High level administration and logistic management skills, including planning, procurement, scheduling and reporting.
- Demonstrated management skills including the ability to lead, mentor and motivate others and foster a consultative team environment.
- High level communication and interpersonal skills including consultation, negotiation, liaison and conflict resolution skills, and the capacity to represent the Department.
- Demonstrated capacity to plan, organise, schedule and deliver, own outputs and those of a team, within set timeframes to achieve results particularly in a changing environment.
- Demonstrated ability to provide qualitative and quantitative analysis and use contemporary software applications such as MS-Project, or equivalent for required project reports.

### Department's Role

The **Department of Primary Industries, Parks, Water and Environment (DPIPWE)** is responsible for the sustainable management and protection of Tasmania's natural and cultural assets for the benefit of Tasmanian communities and the economy. The Department's activities guide and support the use and management of Tasmania's land and water resources and protect its natural and cultural environment. The Department is also responsible for delivering the services that support primary industry development and the protection of the State's relative disease and pest-free status.

Under Tasmania's emergency management arrangements DPIPWE is the management authority (lead agency) for various aspects of the management of biosecurity emergencies (includes exotic animal, plant and marine disease and pest emergencies), environmental emergencies (includes marine pollution spills), fire in national parks and other reserves, floods from dam failure and sea inundation from storm surge. In regard to those types of emergency prevention, preparedness and response activities are core business of this agency and potentially may involve all staff in some way.

The Department's website at [www.dpipwe.tas.gov.au](http://www.dpipwe.tas.gov.au) provides more information.

### Working Environment

Employees work within an environment that supports safe work practices, diversity and equity with employment opportunities and ongoing learning and development. We are committed to valuing and respecting each other as colleagues and peers. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our customers with respect. We do not tolerate discrimination, harassment or bullying in the workplace.

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DPIPWE has a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

There is a strong emphasis on building leadership capacity throughout DPIPWE.

The expected behaviours and performance of the Department's employees and managers are enshrined in the *State Service Act 2000* through the State Service Principles and Code of Conduct. These can be located at [www.dpac.tas.gov.au/divisions/ssmo](http://www.dpac.tas.gov.au/divisions/ssmo).

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**Approved by:**

**Date:** 30.11.2017