

# Department of Police, Fire and Emergency Management

## STATEMENT OF DUTIES




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Title	Project Manager
Position Number	004114, 004115
Business Unit	Business and Executive Services
Branch / Section	Property and Procurement Services
Location	Hobart
Immediate Supervisor	Manager, Capital Works and Accommodation
Award	Tasmanian State Service Award
Employment Conditions	Full-time, Permanent
Classification	Band 6

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### Focus:

Provide specialist advice and support to PPS managers on the Department's property portfolio. Contribute to PPS outputs to provide services and systems that maximise the efficient delivery of fit for purpose buildings, accommodation and facilities for members of the Department. Assist with the delivery of objectives outlined in the Department's Strategic Asset Management Plan (SAMP), including asset management programs, infrastructure management and systems development and management.

### Primary Duties:

In accordance with the Agencies Strategic Asset Management Plan (SAMP):

1. Manage the delivery of projects, primarily associated with building and construction. This includes procurement processes, contractor performance, stakeholder management and adherence to the Department's budget and reporting requirements.
  2. Review the Department's property portfolio and make recommendations concerning future development opportunities, as well as the identification of surplus properties for disposal.
  3. Assist in the identification and development of strategic capital initiatives and development of these initiatives through the Structured Infrastructure Investment Review Process (SIIRP).
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4. Prepare project proposals, briefing documents and other associated correspondence for senior management as required.
5. Provide authoritative advice to internal and external stakeholders on PPS related matters.
6. Undertake investigations, research, review and analysis of PPS policies, procedures, processes and systems to ensure contemporary practices are in place to ensure the efficient delivery and management of PPS services.
7. Assist with the management of the Department's leased property portfolio and accommodation activities.
8. Provide direction, development and leadership to a small team within Property & Procurement Services.

## **Scope of Work:**

The position is situated within the Capital Works and Accommodation area of PPS. This section provides advice and support relating to the Department's property assets and accommodation. The position will liaise with members of staff as well as external organisations including other local and state government departments and private sector entities.

## **Direction and Supervision**

Broad direction and guidance is provided by the Manager, Capital Works and Accommodation however, the employee is expected to exercise a high level of discretion, initiative, judgement and autonomy in day-to-day activities

## **Selection Criteria**

1. Significant expertise and experience in capital development principles and practice with a proven capacity to manage and deliver projects through the application of high level project management techniques, procurement practices, contractor performance, stakeholder management and financial management procedures.
2. Demonstrated high level interpersonal, communication, negotiation and conflict resolution skills and the ability to represent the Department to influence and achieve mutually acceptable solutions with internal and external clients.
3. Ability to prepare project management documentation and other high level reports, briefing notes and correspondence for senior management and demonstrated experience in the development and implementation of policy and procedures to meet the needs of PPS.
4. Proven ability to provide specialist advice on building and construction

matters as well as leasing issues to various stakeholders including internal and external clients and industry professionals.

5. Demonstrated extensive knowledge of legislative requirements and Treasurer's Instructions associated with the management and delivery of capital projects in the Tasmanian government environment.
6. High level organisational skills which enable the coordination, facilitation and conduct of a variety of activities and projects, as required. Capacity to initiate, plan and complete significant work activities and projects within tight timeframes.
7. Demonstrated ability to take a leadership role within a small team in order to facilitate the achievement of business units' goals.

## **Qualifications and Experience**

Relevant qualifications in project management, business or a building discipline coupled with membership or eligibility for membership of a relevant professional body would be advantageous.

## **Code of Conduct**

The State Service Code of Conduct, which is contained in Section 9 of the *State Service Act 2000* (the Act), reinforces and upholds the State Service Principles (s7) by establishing standards of behaviour and conduct that apply to all employees, including the person undertaking these duties, senior officers and Heads of Agency.

## **Environment and Conditions**

The Department of Police, Fire and Emergency Management (DPFEM) is an agency created under the *State Service Act 2000*. It consists of four operational services: Tasmania Police, Tasmania Fire Service, State Emergency Service and Forensic Science Service Tasmania. The operational services are supported by a range of support functions.

DPFEM strives to provide services that are responsive, socially inclusive and focused on policing, emergency response, community preparedness and emergency management outcomes that contribute to a safe and secure community. The services are delivered by sworn Police Officers, State Service employees (including firefighters and support staff) and volunteers. DPFEM works to make our community safe through the provision of a range of different emergency services, and improve our understanding and respect for our diverse community values and lifestyles.

DPFEM wants a safe workplace where employees work in a manner that reflects the organisational values. The person undertaking these duties is expected to actively participate in developing and maintaining safe work practices and to behave in a manner consistent with the organisational values.

The working environment is largely office based, however intra-state travel may be required. During the emergency incidents, the person undertaking these duties may be required to provide support for the emergency incident.

Employees 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.

Terms and conditions of employment are in accordance with the Tasmanian State Service Award.

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Approved

Director

People and Culture  
BUSINESS AND EXECUTIVE SERVICES

Date: June 2018