

# Department of Police, Fire and Emergency Management

## STATEMENT OF DUTIES



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Title	Project Manager
Position Number	004814
Business Unit	Technology and Innovation
Branch / Section	Project Management Office
Location	Hobart
Immediate Supervisor	Manager, Project Management Office
Award	Tasmanian State Service Award
Employment Conditions	Fixed Term, Full-Time
Classification	Band 7

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### Focus:

Lead and undertake the planning, development and implementation of contemporary and business focused innovation and technology projects across the Department of Police, Fire and Emergency Management (DPFEM).

### Primary Duties:

- Manage and drive the successful delivery of complex and interdependent technology and innovation projects to completion within specified time periods and budget.
- Undertake the full range of project management and support functions including preparing project documentation, scheduling, reporting, business process analysis, and budgeting.
- Proactively identify and manage risks and issues.
- Lead, and support, the delivery of organisational change management activities to support effective business change and workforce engagement.
- Work collaboratively with key stakeholders and business units, in the planning, delivering, and implementing of project and activity outputs.

- Identify and understand business needs, issues and challenges and identify solutions (people, process, and technology), that meet business requirements and deliver measurable benefits.
- Undertake vendor and contract management including tracking adherence of vendor to business requirements, specifications, costs, and timeframes.
- Work through vendors, stakeholders, and internal business unit for the delivery of contemporary solutions through to the live environment.

### **Scope of Work:**

Responsible for the efficient and effective delivery of projects. Exercises independent professional judgement to resolve complex problems in a multi-stakeholder environment.

### **Direction and Supervision:**

The incumbent is expected to exercise initiative, discretion, and judgment in the performance of tasks. Work is carried out with significant independence and autonomy in day-to-day activities, with broad direction from the PMO Manager.

### **Selection Criteria:**

1. Highly developed expertise in successfully managing projects, or experience coordinating complex bodies of work, together with an in depth understanding of project management methodology.
2. Demonstrated high level communication skills, including conflict resolution and negotiation skills and the ability to work collaboratively and effectively with stakeholders, consultants, and contractors.
3. Demonstrated ability to prepare, present and evaluate high level reports and submissions at Steering Committee level, including the ability to research, interpret and analyse information and to recommend appropriate action.
4. Proven strategic, conceptual, analytical, and creative skills including the ability to develop and make sound judgments about the application of information and communication technologies.
5. Experience in procurement and contract negotiation.

6. Well-developed management skills with the ability to manage human, financial and physical resources along with the ability to work individually, and as a member of a team and a proven ability to be adaptable and flexible to achieve the best results in an environment of change, ambiguity and pressure
7. Demonstrated experience in leading and managing change.

## **Qualifications and Experience:**

### **Desirable:**

Desirable:

- Relevant tertiary qualifications.
- Experience in technology and business reforms project management and/or business analysis.

## **Essential Requirements:**

### **Pre-Employment Checks**

The Head of the State Service has determined that a person nominated for appointment to this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. Any relevant serious criminal offence or repeated serious offences over any period, which are not mitigated by additional information, may provide grounds for declining an application for appointment. Such offences would include, but are not limited to:

- Arson and fire setting;
- Sexual offences;
- Dishonesty (e.g. theft, burglary, breaking and entering, fraud);
- Deception (e.g. obtaining an advantage by deception);
- Making false declarations;
- Violent crimes and crimes against the person;
- Malicious damage and destruction to property
- Trafficking of narcotic substance;
- False alarm raising.

## **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.

DPFEM is committed to building inclusive workplaces and having a workforce that reflects the diversity of the community we serve. We do this by ensuring that the culture, values and behaviours of DPFEM enable everyone to be respected in the workplace and to have equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

DPFEM does not tolerate violence, especially violence against women and children.

The working environment is largely office based, however intra-state travel may be required. During 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.

A24/424992

Approved

**AMARDEEP GHUMAN**

MANAGER, PARTNERING AND EMPLOYMENT SERVICES  
BUSINESS AND EXECUTIVE SERVICES

Date: