

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Project Manager
Position Number	004457
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 (to 9 June 2026), Full time (flexible options available)
Classification	Band 7

Focus:

The Project Manager will identify, analyse, design and implement business process and system changes, including new system(s), that are required to be implemented within the Department of Police, Fire and Emergency Management (DPFEM) to facilitate the successful introduction of the Justice Connect reforms.

The Project Manager will consult with a wide range of internal and external stakeholders, including related project teams, and facilitate authoritative advice on system and legislative matters related to the Justice Connect reforms.

The Project Manager will provide high-level policy-related advice and project leadership and will work to tie together the inter-related components of Project Unify, Justice Connect (Astria) and the criminal justice reforms project.

Primary Duties:

- Manage and drive the successful implementation of the criminal justice reforms associated with the *Magistrates Court (Criminal and General Division) Act 2019* and related matters within the Department, utilising recognised project management methodologies and artefacts.

- Manage and drive the successful delivery of complex and interdependent technology and innovation projects to successful completion within specified time periods and budget.
- Proactively identify and manage risks and issues associated with the project.
- Identify, analyse and design business processes and lead business change management activities that ensure the successful implementation of the reforms and systems within the Department.
- Undertake vendor and contract management including tracking adherence of vendor to business requirements, specifications, costs, and timeframes.
- Engage with vendors, stakeholders, and internal business units for the delivery of contemporary solutions that are realised in the live environment.
- Work collaboratively with key stakeholders and business units, in the planning, delivering, and implementing of project and activity outputs.
- Support, inform and collaborate with the project teams responsible for the delivery of Project Unify, the Magistrates Court Reform Project and Justice Connect (DoJ) to identify and coordinate related streams of activity to deliver agreed objectives.
- Provide high level, strategic advice to department executive management on all aspects of the Project, including coordinating the development of required strategic and operational plans.
- Provide effective leadership and collaboration to DPFEM staff, consultants, stakeholders and working groups to ensure project timelines are met.
- Provide strategic direction to reference and advisory groups, including supporting the Project Steering Committee to ensure timely decisions are made.
- Actively monitor project progress and identify risks and management strategies during the life of the project.
- Support the Project Steering Committee so that timely decisions are made to ensure the successful delivery of the project.

Scope of Work:

The Project Manager is responsible for the effective and timely delivery of reforms and systems associated with the implementation of the *Magistrates Court (Criminal and General Division) Act 2019* and related matters in partnership with The Department of Justice (DoJ).

The Project Manager will work collaboratively and closely with the Department of Justice project teams, and provide high level strategic advice to the DPFEM's Steering Committee, senior management and the Commissioner to ensure the project commitments are met

Direction and Supervision:

This position is expected to operate with considerable autonomy on a day-to-day basis, in determining priorities and a collaborative approach to managing the activities of the project.

The role is accountable to the Justice and Policing Steering Committee, and its chair. The Manager, Project Management Office provides daily broad direction and support.

Selection Criteria:

1. Significant experience successfully leading projects that involve business reform associated with legislative change.
2. Demonstrated knowledge and experience, or the ability to rapidly acquire this knowledge, in the practices, procedures and systems utilised in the criminal justice environment.
3. Demonstrated high level communication skills, including consultation, negotiation and conflict resolution skills and the ability to work collaboratively and effectively with a wide range of stakeholders and audiences.
4. High-level strategic, conceptual, research, analytical, writing and creative skills, and the ability to develop and formulate proposals and make sound judgments with demonstrated ability to prepare, present and evaluate high level reports and submissions at Steering Committee level.
5. 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.
6. Demonstrated experience in leading and managing change.

Qualifications and Experience:

Desirable:

- Relevant tertiary qualifications.
- Experience in project management in law, public administration or a related industry.

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.

Approved

AMARDEEP GHUMAN
MANAGER, PARTNERING AND EMPLOYMENT SERVICES
BUSINESS AND EXECUTIVE SERVICES

Date: 18 February 2024