

# Department of State Growth

## Statement of Duties

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<b>Position Title:</b>	Project Manager
<b>Position number:</b>	005498
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream Band 7
<b>Division/branch/section:</b>	Road User Services/ Passenger Transport Improvement Program
<b>Location:</b>	South
<b>Employment status:</b>	Flexible
<b>Supervisor:</b>	Assistant Director, Passenger Transport Improvement Program

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### Position Objective

The Project Manager will play a critical role in the identification, scoping and implementation of projects that will improve access to, and function of, Passenger Transport in Tasmania.

The Project Manager will provide and deliver authoritative and consultative advice across the department, plan, develop and implement appropriate strategies, processes and plans in the delivery of key divisional projects, as well as leading change management processes, undertaking extensive consultation with stakeholders, and providing support to business units to ensure a smooth transition in business processes and operations.

### Major Duties

- Lead, manage and deliver projects and programs in accordance with State Growth's Project Management Frameworks through the phases from initiation to project evaluation and closure.
- Develop and review project, stakeholder engagement, communications and change management plans and provide accurate status reporting and briefing papers on matters affecting the successful delivery of projects.
- Develop and maintain strong collaborative working relationships with diverse stakeholders and apply a strong client service focus.
- Proactively lead complex concepts and resolution of implementation issues with a diverse range of stakeholders, including the early identification of risks and associated mitigation.

### **Scope of Work: (Responsibility, Decision-Making and Direction Received)**

Works under broad direction, within agreed operational direction and priorities.

Responsible to work autonomously in the planning, delivery and management of project expenditure, milestones and communications within State Growth Frameworks. Champion new ways of working to optimise effectiveness and enhance, integrate or modify systems or processes.

Responsible for the provision of high-level advice and for the delivery of assigned projects, tasks and operational service delivery outcomes in a timely and efficient manner.

### **Selection Criteria (Knowledge and Skills):**

- Project management skills including the demonstrated capacity to organise, plan and undertake work activities to successfully manage projects to agreed timelines. Self-management skills, including a demonstrated capacity to work to strict deadlines, flexibility, problem solving, and excellent organisation skills to prioritise and deliver against milestones in an environment of change with limited direction.
- Proven high level strategic, conceptual, analytical, and creative problem-solving skills, including the ability to develop innovative solutions to complex problems through attention to detail, understanding the political, social, and organisational environment and applying this understanding to identifying solutions to deliver best practice outcomes.
- Highly developed interpersonal, communication and liaison skills, including the ability to develop effective relationships, influence stakeholders and manage complex consultative processes with internal and external stakeholders, present written communication that is clear, accurate, concise, and readily understandable to a variety of audiences, and the ability to prepare detailed briefs, project reports, and other documentation.
- High level of understanding of the administration of public services, the legislative framework within which services and assistance are delivered, and the nature of the business and system requirements necessary to deliver the Government's services programs to target audiences.

### **Position Requirements**

#### ***Pre-employment***

- *Nil*

#### ***Essential***

- *Nil*

#### ***Desirable***

- *Sound working knowledge of MS Project*

## Working at State Growth

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

*Our people* who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the ***Courage to Make a Difference*** through:

- ***Teamwork*** – our teams are diverse, caring and productive
- ***Respect*** – we are fair, trusting and appreciative
- ***Excellence*** – we take pride in our work and encourage new ideas to deliver public value
- ***Integrity*** – we are ethical and accountable in all we do

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office ([www.dpac.tas.gov.au/divisions/ssmo](http://www.dpac.tas.gov.au/divisions/ssmo))

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