

Project Manager

Statement of duties

Position number	724813
Location	Hobart
Division	Budget and Finance
Branch	Property
Award	Tasmanian State Service Award
Classification	General Stream, Band 7
Immediate supervisor	Assistant Director, Strategic Property Projects
Employment conditions	Permanent
Hours per week	Flexible up to 36.75 hours

Branch responsibilities

The primary responsibilities of the Branch are to:

- administer the Treasury office accommodation portfolio;
- manage the strategic development of Crown property;
- manage and administer major Government office accommodation leases;
- manage the Government's Major Property Sales Program;
- manage Treasury's internal Corporate responsibilities related to facilities, emergency management and security;
- undertake facilities management for Treasury tenants; and
- provide property policy advice and property related budget estimates.

Position objective

The Project Manager, as a senior member of the Property Branch will play a lead role in the development and implementation of an accommodation master plan for 21 Murray Street, Hobart for the Department of Treasury and Finance, including project planning, project time, cost and quality management, issue management, and project tracking and reporting. This role may also undertake project management tasks in relation to a range of other strategic property projects.

In the context of the selection criteria, to be successful in the position applicants will have:

- demonstrated high level project management and project delivery skills, including the demonstrated ability to successfully lead and manage complex projects;
- demonstrated high level experience and skills in project management activities including but not limited to stakeholder communication and management, project governance, project planning, change management, vendor management, human resource management, project issue identification, tracking and resolution, and benefits realisation.
- demonstrated ability to understand complex issues and identify possible solutions; and
- highly developed communication and negotiation skills in the context of liaising with professionals and clients.

Primary duties

The Project Manager's primary duties include:

- developing and implementing an accommodation master plan for 21 Murray Street, Hobart including planning and implementation, contractor management, project time, cost and quality management, issue management, and project tracking and reporting;
- perform project management functions and activities in relation to other strategic property projects as required for Treasury owned and leased property assets;
- establishing, maintaining and developing effective relationships with all project stakeholders;
- coordinating business change tasks, including communication plans, and coordinating and organising relevant training;
- undertaking consultation with Branches, the Executive, and other stakeholders as required to determine forward business requirements;
- providing leadership and support to staff, including any allocated project team staff, to facilitate a smooth and successful transition to new work areas within defined timeframes;
- providing high-level advice and project status reports to stakeholders and the steering committee regarding business, technology, and project issues emerging from the project;
- contributing to the development and implementation of appropriate quality assurance activities, including the review of project outputs and outcomes; and
- undertake other relevant tasks as required.

Level of responsibility, direction and supervision

The Project Manager will operate with considerable autonomy within the specialised area or function and is required to provide leadership regarding the design, development and operation of activities. The Project Manager leads a complex activity or program unit requiring the development and/or determination of the operational methodology according to the decision-making framework and manages service delivery outcomes. The Project Manager may also manage stakeholders and employees, and requires significant management skills and expertise to promote co-operation, teamwork and understanding in undertaking specialised processes.

Supervisors are responsible for monitoring the work practices and behaviour within their area to promote compliance with: ethical standards; the State Service Code of Conduct and Principles; relevant Work Health and Safety Legislation; the policies, procedures and guidelines issued by the Department; and adherence to the principles of equal employment opportunity.

Selection criteria

Relative merit of candidates for this position is assessed using the following selection criteria:

1. Communication

Demonstrates capacity to: prepare written material to final standard and drafts of more complex material requiring only minor changes; clearly articulate complex and difficult technical issues to staff and stakeholders; and represent Treasury in area of responsibility as well as liaise, negotiate and, where possible influence outcomes effectively internally and externally on difficult issues.

2. Output management

Demonstrates capacity to: plan, organise, schedule and deliver work for area of responsibility; identify future activities and recommend appropriate resources; coordinate the outputs from team members and foster a client focus; and identify strategies to build efficiency and effectiveness within the work unit.

3. Conceptual, analytical and judgement

Demonstrates capacity to: identify, define and develop recommendations to improve the delivery of complex activities and respond to emerging developments; consistently make good decisions on policy and program delivery within the work unit; and provide authoritative advice in relation to area of specialised expertise.

4. Leadership and people skills

Demonstrates capacity to: lead, motivate, mentor and gain co-operation of others in achieving work unit objectives and promote the objectives of the Branch, Division and Department; take responsibility for resolving conflicts within area of responsibility and uses networks to obtain results; and model a high standard of professional and ethical behaviour that aligns with and promotes Treasury's values.

5. Technical and professional*

Demonstrates specialised knowledge, skill and ability in relation to the role or the ability to rapidly acquire competency.

The above selection criteria are weighted equally for assessment purposes.

* Qualifications and requirements

Highly desirable - completion or partial completion of relevant tertiary or industry qualifications, and/or professional affiliation.

Approved: Alison Steele, Director

Date: 24 June 2024

For further information please email recruitment@treasury.tas.gov.au, or visit www.treasury.tas.gov.au

Working at Treasury

We are responsible for managing the Tasmanian Government's financial resources and for implementing strategies to achieve the Government's economic and financial objectives. Treasury is a challenging and exciting place to work. Our mission is to improve the wellbeing of Tasmanians by providing high quality advice to the Government as well as effective and efficient administration of our financial and regulatory responsibilities.

Treasury is a values-based organisation. If your personal and work values are consistent with those developed by our staff, we're sure you'll find Treasury a great workplace. Our decisions and behaviours are guided by the following values and belief statements:

- **Integrity** as it builds confidence, trust and self-respect, and is the foundation of open and honest communication;
- **Excellence** as it challenges us to give our best and brings us recognition;
- **Respect** as it recognises the value of each of us and the contribution we all make;
- **Camaraderie** as it creates a fun and supportive place to be; and
- **Passion** as it inspires us to achieve great things.



Treasury employment conditions

All roles at Treasury can be undertaken flexibly (up to the hours specified) and we will readily consider proposals to reduce hours or to undertake the hours flexibly or with an altered work pattern. We are interested in developing our staff and supporting them to be the best they can be.

We are an equal opportunity employer and we welcome a diverse range of applicants for our positions. We appreciate the diversity of our employees and value the contribution they make to our organisation. We provide reasonable adjustment, as medically required, to enable inherent role requirements to be met. We promote and uphold the principles of fair and equitable access to employment, promotion, personal development and training. Our workplace has a culture of zero tolerance towards violence against women, and towards any form of family violence.

Treasury seeks to provide a healthy and safe workplace for all employees and the Department has a 'duty of care' responsibility in this respect. Employees have a 'duty of self-care' to ensure that they conduct themselves in a manner that protects the safety, health and welfare of themselves and others in the work environment. This position involves a significant proportion of screen-based equipment work. Treasury is a smoke free work environment.

Treasury is committed to creating, as far as is reasonably practicable, a respectful work environment which is free from inappropriate and disrespectful workplace behaviours, including discrimination, bullying and harassment. All employees must adhere to the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct (*State Service Act 2000*).