

# Department of State Growth

## Statement of Duties

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<b>Position Title:</b>	Senior Project Manager
<b>Position number:</b>	005658
<b>Award/agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream Band 8
<b>Division:</b>	Infrastructure Tasmania / Major Infrastructure Projects
<b>Location:</b>	Hobart
<b>Employment status:</b>	Flexible
<b>Supervisor:</b>	Director, Major Infrastructure Projects

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### Position Objective

The position is responsible for overseeing and managing the scoping, development and/or delivery of high priority State Government infrastructure projects delivered through Infrastructure Tasmania.

### Major Duties

- Lead, manage and undertake complex project development and stakeholder engagement activities, including contract negotiation, administration, and commercial strategy development, to ensure the successful delivery of strategic projects.
- Manage and monitor project activity, timing and progress; identify, manage and mitigate project risks and strategies; and provide project status reports and other reports as required.
- Manage the financial, information, human and physical resources of identified priority projects in accordance with government and departmental policies, guidelines and directions and ensure that identified priority projects deliver defined and agreed outcomes.
- Build and maintain collaborative relationships with stakeholders and information networks to ensure the delivery of agreed project outcomes.
- Research, analyse, evaluate recommendations, and contribute to the development of policies and guidelines relating to the development and delivery of projects.
- Prepare complex discussion papers, guidelines and briefing documents for project steering committees, Heads of Agency, Ministers and Cabinet so that timely decisions are made and to ensure the successful delivery of identified priority projects.

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

The Senior Project Manager will work under the broad direction of the Director of Major Infrastructure Projects with direct responsibility for the delivery and management of projects and programs.

The person occupying the position will operate within a complex and multi-disciplinary operating environment and will be accountable for achieving agreed project, departmental, and government objectives. In doing so, the position will exercise initiative, a high degree of judgement, and political understanding to determine strategies, priorities, work standards, and resource allocation and comply with legislative, regulatory, and government-mandated frameworks.

The position requires a strong emphasis on building and maintaining effective relationships with key internal and external stakeholders, consultants, and contractors.

The role is multi-skilled in nature, and flexibility is inherent in meeting a range of diverse objectives. The occupant should demonstrate agility to work in an environment with changing priorities. The role will be required to manage multiple direct reports, the number of which will vary over time.

The occupant exercises significant financial and human resource delegations. Details of the delegations of this position will be provided to the occupant and must be exercised in accordance with any specified limitations.

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

- Highly developed contemporary project management skills including demonstrated experience in the development, planning, management and implementation of complex public building and construction projects to deliver high quality outcomes within given timeframes and resources.
- Highly developed interpersonal and communication skills, including the proven capacity to provide authoritative advice, high level liaison and proven ability to foster and maintain collaborative working relationships with a wide range of stakeholders.
- Highly developed leadership skills along with demonstrated experience in the management of human, physical and financial resources.
- Demonstrated capacity to model effective agile, flexible and innovative work practices to influence and manage stakeholder expectations and deliver time critical activities in a changing environment.
- Knowledge and understanding of the objectives and issues relating to delivery of the Tasmanian Government's Capital Investment Program or the ability to quickly acquire.

## **Position Requirements**

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

- Nil

### **Essential**

- Nil

### **Desirable**

- Relevant qualifications and/or experience in the planning and delivery of major/ public infrastructure projects.

## **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))