

# Department of State Growth

## Statement of Duties

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<b>Position Title:</b>	Project Manager
<b>Position number:</b>	005200 and 005201
<b>Award/Agreement:</b>	<i>Tasmanian State Service Award</i>
<b>Classification level:</b>	General Stream Band 7
<b>Division/branch/section:</b>	State Roads/ Project Services
<b>Location:</b>	South
<b>Employment status:</b>	Flexible
<b>Supervisor:</b>	Project Director\Project Management Team Leader

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### Position Objective

To project and contract manage the planning, development and delivery of transport infrastructure construction and maintenance projects. In achieving this, it provides leadership to ensure Projects are rigorously planned and managed to meet sponsor's requirements.

### Major Duties

- Ensure that programs/projects are project managed in accordance with Tasmanian Government Project Management Guidelines and State Roads governance arrangements, processes and procedures with responsibility for:
  - Planning and scoping
  - Stakeholder engagement
  - Risk management
  - Issues management
  - Resource management (including financial resources)
  - Quality management
  - Status reporting
  - Project review and evaluation
  - Project closure
- Deliver assigned Capital Works projects/programs to meet the project sponsor's requirements including, but not limited to, project deliverables and outputs, time, quality and budget, with the most efficient use of predominantly external resources.
- Contribute to the development of sponsor's projects/programs by undertaking the scoping and risk based cost estimates of future and current projects.
- Provide, to the project sponsor and the project director/team leader, regular (at least monthly) and accurate Program/Project Status Reports and briefing papers detailing matters affecting the successful delivery of programs/projects including stakeholder issues, risks, progress and milestones, cash flows and current and forecast cost.

- Develop and maintain effective and collaborative working relationships and apply a strong customer and commercial focus to meet sponsor's needs, to ensure that Project Services is recognised as a trusted partner in project delivery.
- Develop and maintain strong working relationships with service providers and members of the construction industry and provide input to industry briefings, the tendering process, contract award and tenderer debriefings as required.
- Direct and support external service providers in developing and implementing key risk management and public contact strategies to ensure effective media and community consultation, issue management and project promotion; and key stakeholder management (Council, State and Federal Agencies, other key representatives, and the media).
- Critically review and evaluate the success of the project against its benchmarks and objectives. In doing so share, within project services branch, experiences and practices adopted which achieved success. Oversee project/program performance across the assigned portfolio to identify any systemic issues and to generate insight on trends, risks and opportunities common amongst projects/programs.

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

Project Manage the delivery of a wide range of construction projects and programs for State Roads Project Sponsor's. The role of Project Management carries significant responsibility and work under broad direction of team leader/project director to deliver assigned programs/projects within the Capital Investment Portfolio.

Overall operational direction and priorities are agreed in consultation with the team leader/project director however the position operates in a matrix structure with a direct accountability to Project Sponsor's for delivery of projects.

The position has autonomy in the planning, delivery and day to day delivery of program/project expenditure, milestones and communications within established Tasmanian Government and State Growth frameworks and guidelines.

The position operates out of an office based environment in Hobart, however some intra and inter-state travel will be required.

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

1. Demonstrated knowledge, understanding and experience in the development, management and delivery of infrastructure projects, programs and budgets, with transport infrastructure experience an advantage.
2. Well developed communication skills, including the ability to influence people and foster and maintain collaborative working relationships with a wide range of stakeholders both internally and externally.
3. Demonstrated high level experience in project management reporting and in managing project risks in a dynamic environment.
4. Demonstrated experience in procuring and managing complex transport infrastructure consultancies and contracts, including the proven ability to exercise strategic professional judgement in the identification, management and mitigation of associated risks.

5. Highly developed technological, financial, time management and organisational skills with a demonstrated capacity to meet deadlines.
6. Sound understanding and demonstrated experience in the application of the Project Management Body of Knowledge (PMBOK) or equivalent project management principles to deliver best practice project management.

## Position Requirements

### Pre-employment

The Head of the State Service has determined that the person nominated for this role is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted.

- Nil

### Essential

Evidence of the following must be provided prior to appointment to this role:

- Nil.

The person must continue to satisfy the above essential requirements/qualifications throughout their employment in this role.

### Desirable

- *Post graduate qualifications and/or extensive experience in a relevant discipline such as; Project Management, Construction Management, Financial Management or Business Administration.*

## 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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