

Project Manager, Next Great Bushwalk

Statement of Duties

Position number:	708016
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream, Band 7
Division/branch/section:	Parks and Wildlife Service, Visitor Services
Location:	Hobart or Launceston
Full Time Equivalent (FTE):	1.0FTE
Employment status:	Fixed term
Ordinary hours per week:	36.75 hours per week
Supervisor:	Manager, Visitor Services

Position Objective

The purpose of the role is to provide high-level project management expertise advice and assistance to PWS Senior Management in the planning, procurement and delivery of services required for the next iconic walk and other tourism projects as directed.

The project to be addressed by this position will include the creation of Tasmania's next iconic multi-day walk which has a commitment of \$20 million to develop and construct the walk with the aim to boost visitor numbers, length of stay and spending in regional Tasmania.

Major Duties

- Proactively manage a complex array of internal and external stakeholder relationships and expectations through utilisation of effective communication and consultation strategies. Negotiate and resolve conflicts in a constructive and sensitive manner.
- Provide high-level project management to ensure the delivery of project and related activities in accordance with approved plans and construction schedules.
- Oversee the efficient and diligent preparation, lodgement and management of project management and planning approvals processes.
- Manage the procurement of goods, services and works including the conduct of the tendering initiatives required in accordance with government frameworks.

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- Facilitate commercial and regional development by identifying, managing and fostering opportunities offered by the development project to improve experience, tourism, social, economic and environmental outcomes.
- Coordinate with consultants and contractors to deliver on various components of the project in accordance with visitor experience development, and project, planning and construction schedules.
- Maintain appropriate control over allocated budgets and ensure effective budget management are in accordance with Departmental policy and guidelines.
- Liaise and consult with all stakeholders including the PWS and DPIPWE staff, steering committees, community and industry on the projects status as well as provide briefings and any presentations for the project.
- Provide project management services in the delivery of additional projects as directed, as capacity and funding allows.

Classification Band Advanced Assessment Point

The classification of this position under the Tasmanian State Service Award provides the opportunity for its current occupant to advance from Range 1 to Range 2 within the same Band. Performance requirements at the upper end of the band are expected to be more challenging and assessment criteria are expected to be more rigorous than those that apply to normal salary progression. Employees are to have served at least six months at their current salary level prior to the salary movement and are assessed as meeting the performance criteria of their Performance Plan to at least a satisfactory level.

Responsibility, Decision-Making and Direction Received

The occupant for the position is responsible for:

- provide critical services and advice, particularly in relation to procurement of goods and services, oversight and management of contractual arrangements and monitoring of related activities;
- liaise and consult with stakeholders, community and industry, land owners/managers, regulators, contractors and consultants to negotiate outcomes that meet the objectives of the projects;
- efficient and effective program or service delivery including budget management, optimum use of resources and maintaining and/or modifying policy, administrative processes and research projects. This includes planning future activities, negotiating for appropriate resources and determining measures for accountability;
- mentoring of staff in the complexities of project and contract management;
- remaining abreast of contemporary developments in the discipline or field and related subject matter;
- the development of strategy, policy or program implementation especially with regard to new developments; with responsibility shared with relevant specialists and executive management; and
- ensuring a safe working environment by complying with relevant Work Health and Safety (WHS) legislation, codes of practice and policies, procedures and guidelines issued under the Department's WHS Management System.

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The decision-making and direction received in relation to the role are that the occupant of the position:

- operates with considerable autonomy and is required to provide leadership regarding the design, development and operation of function and/or program activities. Guidance and instruction may on occasion be received on the implementation of highly technically complex modification that provide solutions consistent with policy, regulatory and/or technological requirements and developments; and
- defines core program and service delivery issues to develop options and recommendations for operational change and/or highly complex projects.

Knowledge, Skills and Experience (Selection Criteria)

- High level specialised expertise and extensive experience of project principles to lead this project, with knowledge of contemporary project management practices and understanding Tasmanian planning systems in the delivery of tourism and construction projects within reserved lands.
- High level specialised knowledge, understanding and experience in procurement and tendering processes and establishing contracts in accordance with principals in government environment.
- Demonstrated management skills and expertise to lead this specialised program or activity. An understanding of contemporary management practices and the ability to mentor and role-model less qualified or less experienced staff.
- The ability to communicate and provide authoritative advice on complex matters to non-specialists, high level liaison, presentation and conflict resolution skills and the capacity to represent the Department.
- Highly developed conceptual and reasoning skills to research, investigate, analyse, evaluate and integrate relevant solutions from related disciplines or fields in the area of activity. Flexibility, creativity and innovation associated with research, investigative, analytical and appraisal skills.
- Demonstrated capacity to plan, organise, schedule and deliver, own outputs and those of a team, within set timeframes to achieve results particularly in a changing environment; project management experience with a knowledge and understanding of contemporary project management practices.

Desirable Qualifications and Requirements

- A current motor vehicle driver's licence.
- A Degree or Diploma or Advance Diploma in Project Management , or equivalent level, relevant to the nature of the work to be undertaken, as provided by either a university, a vocational education organisation or a registered and accredited training provider.

Department's Role

The **Department of Primary Industries, Parks, Water and Environment (DPIPWE)** is responsible for the sustainable management and protection of Tasmania's natural and cultural assets for the benefit of Tasmanian communities and the economy. The Department's activities guide and support the use and management of Tasmania's land and water resources and protect its natural and cultural environment. The Department is also responsible for

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delivering the services that support primary industry development and the protection of the State's relative disease and pest-free status.

Under Tasmania's emergency management arrangements DPIPWE is the management authority (lead agency) for various aspects of the management of biosecurity emergencies (includes exotic animal, plant and marine disease and pest emergencies), environmental emergencies (includes marine pollution spills), fire in national parks and other reserves, floods from dam failure and sea inundation from storm surge. In regard to those types of emergency prevention, preparedness and response activities are core business of this agency and potentially may involve all staff in some way.

The Department's website at www.dpipwe.tas.gov.au provides more information.

The **Parks & Wildlife Service Division** is responsible for managing Tasmania's parks and reserves and for protecting the State's unique natural heritage while at the same time providing for the sustainable use and economic opportunities for the Tasmanian community.

Visitor Services

The Visitor Services Branch is responsible for the development and implementation of a range of integrated programs including Community Programs, Business Enterprise, Interpretation and Education, Media and Communication, Visitor Monitoring, Tourism Services and Historic Heritage sections. The Branch operates in a broad strategic, policy and advisory capacity working in tandem with the regions to deliver products and services throughout the State and across the parks and reserve system.

Working Environment

Employees work within an environment that supports safe work practices, diversity and equity with employment opportunities and ongoing learning and development. We are committed to valuing and respecting each other as colleagues and peers. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our customers with respect. We do not tolerate discrimination, harassment or bullying in the workplace.

DPIPWE has a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

There is a strong emphasis on building leadership capacity throughout DPIPWE.

The expected behaviours and performance of the Department's employees and managers are enshrined in the State Service Act 2000 through the State Service Principles and Code of Conduct. These can be located at www.dpac.tas.gov.au/divisions/ssmo.

Approved by: |



Date 29/07/2018