

Project Manager - Tasmanian Government Radio Network

Statement of Duties

Position number:	708170
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream, Band 7
Division/branch/section:	Parks and Wildlife, Operations
Full Time Equivalent (FTE):	1.0 FTE (minimum of 0.8 FTE, by negotiation)
Location:	State-wide
Employment status:	Fixed Term
Ordinary hours per week:	36.75 hours (min 29.40 hours, by negotiation)
Supervisor:	Director (Operations)

Position Objective

The purpose of the role is to provide authoritative advice, project planning and consultancy in relation to the development and successful delivery of the Tasmanian Government Radio Network (TasGRN) within DPIPWE.

The TasGRN project aims to develop an integrated whole of Government Radio network that will enable Government users to transition from their independent radio networks to an interoperable mobile radio communication system from 2020.

Major Duties

- Manage the implementation of TasGRN project within DPIPWE consistent with the with the overarching project plans.
- Review and update DPIPWE and Division specific project management and procurement policy, procedures and systems to support the operation of the new TasGRN.
- Develop, implement and maintain management plans to control of scope, time, finances, quality, resources, risks, issues, stakeholder management and public consultation and communications.
- Provide high-level and authoritative advice and guidance on emerging issues and risks including the identification and management of anticipated resistance and options to resolve issues and mitigate risks. Implement risk mitigations.
- Coordinate and mentor employees and contractors to maximise consistency and quality of TasGRN project management delivery.

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- Work effectively within the TasGRN team to deliver TasGRN stakeholder outcomes from project stage to operational use.
- Prepare high level recommendations, submissions, project documentation and timely project status reports. To track project success metrics and regularly monitor change progress against organisation expectations, strategic directions and program deliverables.
- Identify, develop and maintain effective relationships with key stakeholders to ensure they are engaged and involved in co-creating the change; and ensuring business impacts, process changes and improvements are identified, understood, consulted upon and included in the organisation's change management approach.

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 of the position is responsible for:

- change management within DPIPWE, to ensure that the organisation transitions smoothly to the new TasGRN including employee training and development.
- efficient and effective program or service delivery including budget management, optimising 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;
- the development of strategy, policy or program implementation especially with regard to new developments; with responsibility shared with relevant specialists and executive management;
- managing the performance and development of staff and mentoring staff in the complexities of project and contract management;
- ensuring government project management, Treasurer's Instructions and procurement policy requirements are adhered to; 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, and for promoting the principles of managing diversity.

The decision making and direction received in relation to the role are that:

- the occupant 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

- the occupant defines core program and service delivery issues to develop options and recommendations for operational change.

Knowledge, Skills and Experience (Selection Criteria) (in relation to the Major Duties)

- High level specialised expertise and extensive experience of project management principles with a knowledge and understanding of contemporary project management practices.
- Have extensive subject matter knowledge, or the ability to obtain knowledge, in how the radio network is currently used and managed.
- Highly developed management skills. An understanding of contemporary management practices and demonstrated experience and ability in the management of human, physical and financial resources.
- The ability to communicate and provide authoritative advice on complex matters to a diversity of audiences. High level liaison, presentation and conflict resolution skills, and the capacity to represent the Department.
- 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;
- 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.
- A demonstrated ability to provide qualitative and quantitative analysis and use contemporary software applications such as MS-Project, or equivalent, for required project reports.

Desirable Qualifications and Requirements

- A current motor vehicle driver's licence.

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 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 **Parks & Wildlife Service Division** acts as both Tasmania's biggest land manager and one of the most significant tourism operators, contributing significant to the state's brand and capacity to deliver experiences. The PWS 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.

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

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.

Special Employment Conditions

Some intrastate and/or interstate travel may be required.

Approved by: 

Date: 22 January 2019