

# Role Description

## Project Manager



Planning,  
Industry &  
Environment

|                           |   |
|---------------------------|---|
| Cluster                   | Planning, Industry and Environment  |
| Agency                    | Planning, Industry and Environment  |
| Division/Branch/Unit      | Public Works Advisory   |
| Location                  | State of NSW  |
| Classification/Grade/Band | Clerk Staff Grade 7/8   |
| Kind of Employment        | Ongoing   |
| Role Number               | Generic Position across NSW Public Works  |
| ANZSCO Code               | 133111  |
| PCAT Code                 | 1112292   |
| Date of Approval          | 23/08/2010 - OGB01-028  |
| Agency Website            | <a href="http://www.dpie.nsw.gov.au">www.dpie.nsw.gov.au</a> and <a href="http://www.publicworks.nsw.gov.au">www.publicworks.nsw.gov.au</a> |

### Agency overview

The Planning, Industry and Environment Cluster was formed in 2019. The Cluster drives greater levels of integration and efficiency across key areas such as long-term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources – land, water, mining – energy, and growing our industries. There is a strong emphasis on regional NSW.

Public Works Advisory (PWA) supports local and state government agencies to deliver critical infrastructure initiatives by providing expert advisory, planning, delivery and support services. We bridge the gap between the government and the private sector, helping clients to maximise value, optimise costs and manage risks in their infrastructure programs and the lifecycle management of their assets. These services are built on a solid foundation of more

### Primary purpose of the role

Manages the delivery of one or more assigned infrastructure projects ranging in low to medium risk and complexity, or contributes to the planning and delivery of infrastructure projects with medium to high in risk and complexity, to ensure time, cost, quality, safety and environment targets and corporate and region expectations and requirements are met.

### Key accountabilities

- Deliver tasks and projects that demonstrate a thorough understanding and application of best practice project management and safety principles to achieve client satisfaction targets and provide excellent client service.
- Facilitate input from team members and other stakeholders and prepare Project Plans to manage the planning and delivery of assigned medium to high complexity infrastructure projects.
- Deliver tasks assigned by the project manager to contribute to the planning and/or delivery of large, complex projects in the capacity as team member.

- Deliver tasks in accordance with cost budgets and advise relevant Project Managers of cost budgets for tasks assigned to contribute to business unit performance.
- Contribute to the preparation of small business proposals and participate as part of a bid team for significant proposals to contribute to business performance.
- Develop and maintain a good understanding of industry trends and practices, and Government policies and regulations and apply these to project work to ensure excellent outcomes for clients.
- Identify opportunities for process improvement and propose new approaches for consideration by the business unit manager to contribute to improved business performance.
- Identify the learning and development needs of self and team members and facilitate appropriate action to contribute to the on-going professional excellence of the region and the continuous professional development.
- Prepare and provide regular reports to senior staff regarding project progress and financial performance, and contribute to the development and implementation of clear, thorough and client centred project documentation in order to support informed and accountable decision making and clear understanding of project risks and successes.
- Develop and maintain strong working relationships with clients by gaining a thorough understanding of client perspectives, technical and business requirements and using effective communication and liaison skills to provide advice regarding relevant projects, products and services.
- Provide coordination between clients and recipients to assist with the management of grant programs.
- Provide verification of programs and claim eligibility including items such as payments, cash-flow, work in ground and invoicing.
- Contribute to providing asset advice to clients, senior management and project managers and maintain strong working relationships with clients and industry stakeholders.

## Key challenges

- Achieving client and business unit objectives given that strict time, cost and quality parameters apply when managing multiple projects and delivering project components.
- Identifying and managing project delivery risks, including safety and environment given that stakeholder's behaviour needs to be influenced to implement identified project risk strategies.

## Key relationships

| Who             | Why  |
|-----------------|--|
| <b>Internal</b> |  |
| Manager         | <ul style="list-style-type: none"> <li>• Provide sound advice and guidance on technical issues related to project management services</li> <li>• Participate in discussions and decisions regarding business development opportunities</li> </ul>  |
| Work Team       | <ul style="list-style-type: none"> <li>• Inspire and motivate team, provide direction and manage performance</li> <li>• Support team members and work collaboratively to contribute to achieve business outcomes</li> <li>• Participate in meetings to share information and provide input on</li> </ul> |

| Who                                 | Why  |
|-------------------------------------|--|
|                                     | issues   |
| <b>External</b>                     |  |
| Customers/Stakeholders              | <ul style="list-style-type: none"> <li>• Develop and maintain effective working relationships and open channels of communication to ensure stakeholders are well informed.</li> <li>• Contribute to a client-focused approach to service delivery</li> </ul> |
| Vendors/Service Providers           | <ul style="list-style-type: none"> <li>• Negotiate and approve contracts and service agreements</li> <li>• Manage contracts and monitor provision of service to ensure compliance with contracts and service arrangements</li> </ul>                         |
| Industry professionals/ consultants | <ul style="list-style-type: none"> <li>• Seek/maintain specialist knowledge/advice and collaborate on . and keep up to date with industry best practice.</li> <li>• Participate in forums, groups to represent the agency and share information</li> </ul>   |

## Role dimensions

### Decision making

The Project Manger has a high level of autonomy in the delivery of projects or a range of project activities and makes day to day decisions in relation to prioritising activities and maximising the utilisation of assigned resources. Onsite problems, contractual variations, extensions of time and progress certificates are all dealt with in accordance with delegated authorities and may require decision making by the Project Manager. On specialised technical/professional matters the Project Manager is required to research all relevant standards and requirements and make expert and informed recommendations upon which higher level decisions can be made.

### Direct reports

The role may supervise a team of Project Managers and or support roles.

### Budget/Expenditure

The revenue targets for this role are set on an annual basis and will form part of the roles Performance and Development Plans.

## Essential requirements






- Degree qualification/s in Project Management, Engineering, Architecture, Building or construction (civil, environmental, mechanical, electrical or electrical/networks) and/or related discipline and/or equivalent knowledge, skills and experience with a demonstrated commitment to ongoing professional development.
- Demonstrated understanding and experience in the planning, evaluation and/or delivery of complex infrastructure projects.
- Current NSW Drivers Licence and willingness to drive to and work in remote locations which may include overnight stays.
- Employment screening checks, security or other clearances and health assessments.

## Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

### Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

| NSW Public Sector Capability Framework  |                                     |                     |
|---|-------------------------------------|---------------------|
| Capability Group  | Capability Name                     | Level               |
| <br>Personal Attributes | Display Resilience and Courage      | Intermediate        |
|   | Act with Integrity                  | Intermediate        |
|   | <b>Manage Self</b>                  | <b>Intermediate</b> |
|   | Value Diversity                     | Intermediate        |
| <br>Relationships      | <b>Communicate Effectively</b>      | <b>Adept</b>        |
|   | Commit to Customer Service          | Adept               |
|   | Work Collaboratively                | Intermediate        |
|   | Influence and Negotiate             | Intermediate        |
| <br>Results           | <b>Deliver Results</b>              | <b>Adept</b>        |
|   | Plan and Prioritise                 | Intermediate        |
|   | Think and Solve Problems            | Adept               |
|   | Demonstrate Accountability          | Intermediate        |
| <br>Business Enablers | Finance                             | Intermediate        |
|   | Technology                          | Foundational        |
|   | Procurement and Contract Management | Adept               |
|   | <b>Project Management</b>           | <b>Adept</b>        |
| <br>People Management | <b>Manage and Develop People</b>    | <b>Intermediate</b> |
|   | Inspire Direction and Purpose       | Intermediate        |
|   | Optimise Business Outcomes          | Foundational        |
|   | Manage Reform and Change            | Foundational        |

### Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

## NSW Public Sector Capability Framework

| Group and Capability                                  | Level        | Behavioural Indicators  |
|---|--------------|---|
| <b>Personal Attributes</b><br>Manage Self             | Intermediate | <ul style="list-style-type: none"> <li>Adapt existing skills to new situations</li> <li>Show commitment to achieving work goals</li> <li>Show awareness of own strengths and areas for growth and develop and apply new skills</li> <li>Seek feedback from colleagues and stakeholders</li> <li>Maintain own motivation when tasks become difficult</li> </ul>  |
| <b>Relationships</b><br>Communicate Effectively       | Adept        | <ul style="list-style-type: none"> <li>Tailor communication to the audience</li> <li>Clearly explain complex concepts and arguments to individuals and groups</li> <li>Monitor own and others' non-verbal cues and adapt where necessary</li> <li>Create opportunities for others to be heard</li> <li>Actively listen to others and clarify own understanding</li> <li>Write fluently in a range of styles and formats</li> </ul>  |
| <b>Results</b><br>Deliver Results                     | Adept        | <ul style="list-style-type: none"> <li>Take responsibility for delivering on intended outcomes</li> <li>Make sure team/unit staff understand expected goals and acknowledge success</li> <li>Identify resource needs and ensure goals are achieved within budget and deadlines</li> <li>Identify changed priorities and ensure allocation of resources meets new business needs</li> <li>Ensure financial implications of changed priorities are explicit and budgeted for</li> <li>Use own expertise and seek others' expertise to achieve work outcomes</li> </ul>  |
| <b>Business Enablers</b><br>Project Management        | Adept        | <ul style="list-style-type: none"> <li>Prepare clear project proposals and define scope and goals in measurable terms</li> <li>Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>Prepare accurate estimates of costs and resources required for more complex projects</li> <li>Communicate the project strategy and its expected benefits to others</li> <li>Monitor the completion of project milestones against goals and initiate amendments where necessary</li> <li>Evaluate progress and identify improvements to inform future projects</li> </ul> |
| <b>People Management</b><br>Manage and Develop People | Intermediate | <ul style="list-style-type: none"> <li>Ensure that roles and responsibilities are clearly communicated</li> <li>Collaborate on the establishment of clear performance standards and deadlines in line with established performance</li> </ul>   |

## NSW Public Sector Capability Framework

| Group and Capability | Level | Behavioural Indicators   |
|----------------------|-------|--|
|                      |       | <p>development frameworks</p> <ul style="list-style-type: none"><li>• Develop team capability and recognise and develop potential in people</li><li>• Be constructive and build on strengths when giving feedback</li><li>• Identify and act on opportunities to provide coaching and mentoring</li><li>• Recognise performance issues that need to be addressed and work towards resolution of issues</li></ul> |

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