

Project Director

BRANCH/UNIT	TAFE Infrastructure NSW		
TEAM	Investment & Capital Delivery		
LOCATION	TBA		
CLASSIFICATION/GRADE/BAND	TM4		
POSITION NO.	TBA		
ANZSCO CODE	TBA	PCAT CODE	TBA
TAFE Website	www.tafensw.edu.au		

1. ORGANISATIONAL ENVIRONMENT

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

2. POSITION PURPOSE

The Project Director provides leadership to a team of third party consultants and construction contractors responsible for achieving project and/or program outcomes for a variety of TAFE Infrastructure projects, and ensures compliance with legislative, regulatory, environmental and sustainability obligations.

This role reports into the Program Director and will be required to work collaboratively with internal and external key stakeholders including Infrastructure NSW and the Department of Planning, Industry & Environment.

3. KEY ACCOUNTABILITIES

1. Lead the delivery of an assigned major capital works project over \$50 million in collaboration with external Project Managers, Head Design Consultants and other project professionals, ensuring outcomes align with the originating brief and meet stakeholder expectations and customer requirements. Where applicable include Change Managers, Communications Managers and Education Project Managers in the delivery team.
2. Collaborate with the Strategic Asset Planning team during the early planning phase and provide key delivery inputs into business case development, including budget build up and programme timelines.
3. Identify project/program complexities and challenge and advice on the most appropriate delivery methodology, including 100% Design, Design & Construct, ECI, Managing Contractor, PPP.
4. Work collaboratively with major stakeholders including government and private sector partners in delivering fit for purpose assets.
5. Manage the procurement of private sector consultants and contractors in consultation with the TAFE NSW Procurement team and Government Procurement Guidelines, ensuring performance meets agreed outcomes including compliance, governance processes, quality, time and cost.
6. Manage and report on project/program status, including:
 - Issues and Risk management - Identify and manage project issues and risks and ensure mitigation and escalation where applicable.
 - Financial status, cashflow and contingency management
 - Programme and key milestone commitments
 - Safety and compliance requirements
7. Meet key performance measures such as:
 - budget, cashflow and key milestone commitments
 - commitments to the TAFE Executive, the Minister and NSW Treasury
8. Provide input into Ministerial Reports and MINs.
9. Proactively identify opportunities for continuous improvement in project management and delivery and implement strategies in collaboration with the Investment & Capital Delivery team.
10. Manage stakeholder relationships through effective communication, negotiation and issues management to ensure stakeholders are engaged throughout the project and project deliverables and expectations are met.
11. Reflect TAFE NSW's values in the way you work and abide by policies and procedures to ensure a safe, healthy and inclusive work environment.
12. Place the customer at the centre of all decision making.
13. Work with the line manager to develop and review meaningful performance management and development plans.

4. KEY CHALLENGES

1. Managing the expectations of numerous stakeholders with conflicting priorities and expectations for the project/program.
2. Developing and executing project/program deliverables and improvements that are practical, effective and sustainable in the context of diverse and changing internal and external stakeholder needs.
3. Achieving multiple project objectives through a broad outsourced project/program team, given limited resources, tight deadlines and balance competing demands and priorities.

5. KEY RELATIONSHIPS

WHO	WHY
Internal	
General Manager TAFE Infrastructure NSW	<ul style="list-style-type: none"> • Receive leadership, direction and support • Report on programs status and outcomes
Head of Investment & Capital Delivery	<ul style="list-style-type: none"> • Receive leadership, direction and support • Report on programs status and outcomes • Provide advice and expertise as required and gain relevant approvals
Program Director	<ul style="list-style-type: none"> • Line Manager • Liaise and report on project/program status, outcomes and individual performance
Broader TAFE Infrastructure NSW Branch	<ul style="list-style-type: none"> • Coordination and collaboration across infrastructure related functions. • Liaise and collaborate across project/program interdependencies
Regional General Managers and Campus Staff	<ul style="list-style-type: none"> • Liaison on site-specific information and issues. • Maintain effective customer relationships and facilitate issues resolution.
Other business branches of TAFE NSW corporate office including legal, finance and procurement	<ul style="list-style-type: none"> • For consultation, collaboration and advice. • Develop and maintain effective working relationships and open channels of communication across TAFE NSW to consult, liaise, negotiate and or participate on programs and initiatives and contribute to overall Branch and Unit performance.
External	
Consultancies/Vendors/Service Providers	<ul style="list-style-type: none"> • Oversee and supervise project management and implementation services as required, contracts management and issues resolution.
Industry and Community groups	<ul style="list-style-type: none"> • facilitate liaison, consultation and engagement where required during planning approvals.

- Keep abreast of regulatory matters affecting capital works

6. POSITION DIMENSIONS

Reporting Line: Program Director

Direct Reports: Nil

Indirect Reports: Nil

Financial Delegation: The role has a financial delegation of up to \$30,000

Budget/Expenditure: TBA

Decision Making:

- Makes decisions on complex and sensitive issues through the detailed analysis of alternative courses of action and their implications on achieving organisational objectives and strategies
- Manage functional expenditure and resourcing within relevant policy and delegation frameworks.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager
- Plans, leads and coordinates a program/project Team to ensure that work remains on target, within budget and meets agreed standards of service delivery.

7. ESSENTIAL REQUIREMENTS

1. Tertiary qualifications in Construction Management, Architecture, Program Management, Project Management or Engineering or relevant significant experience in a related field.
2. Strong experience in all phases of project management from design to evaluation and implementation within a complex service delivery environment. At least 5-7 years' experience in a similar role.
3. Strong strategic planning and commercial acumen applied to infrastructure investment/capital works.
4. Demonstrated capability to manage complex stakeholder issues during project planning and/or delivery phases.
5. Ability to address and meet focus capabilities as stated in the Position Description.





8. CAPABILITIES

NSW Public Sector Capability Framework

Below is the full list of capabilities and the level required for this role as per the [NSW Public Sector Capability Framework](#). The capabilities in **bold** are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

Capability levels are as follows and reflect a progressive increase in complexity and skill:

Foundational > Intermediate > Adept > Advanced > Highly Advanced

CAPABILITY GROUP	NAME	LEVEL
 Personal Attributes	Display Resilience & Courage	Advanced
	Act with Integrity	Advanced
	Manage Self	Advanced
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Deliver Results	Advanced
	Plan And Prioritise	Advanced
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Adept
	Technology	Adept
	Procurement and Contract Management	Advanced
	Project Management	Highly Advanced

FOCUS CAPABILITIES

The focus capabilities for the role of Project Director 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 position's key accountabilities.

NSW Public Sector Focus Capabilities

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Advanced	<ul style="list-style-type: none"> Act as a professional role model for colleagues, set high personal goals and take pride in their achievement. Actively seek, reflect and act on feedback on own performance. Translate negative feedback into an opportunity to improve. Maintain a high level of personal motivation. Take the initiative and act in a decisive way.
Relationships Commit to Customer Service	Advanced	<ul style="list-style-type: none"> Promote a culture of quality customer service in the organisation. Initiate and develop partnerships with customers to define and evaluate service performance outcomes. Promote and manage alliances within the organisation and across the public, private and community sectors. Liaise with senior stakeholders on key issues and provide expert and influential advice. Identify and incorporate the interests and needs of customers in business process design. Ensure that the organisation's systems, processes, policies and programs respond to customer needs.

Group and Capability	Level	Behavioural Indicators
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> • Build a culture of respect and understanding across the organisation. • Recognise outcomes which resulted from effective collaboration between teams. • Build co-operation and overcome barriers to information sharing and communication and collaboration across the organisation and cross government. • Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions.
Results Deliver Results	Advanced	<ul style="list-style-type: none"> • Drive a culture of achievement and acknowledge input of others • Investigate and create opportunities to enhance the achievement of organisational objectives. • Make sure others understand that on-time and on-budget results are required and how overall success is defined. • Control output of business unit to ensure government outcomes are achieved within budget. • Progress organisational priorities and ensure effective acquisition and use of resources. • Seek and apply the expertise of key individuals to achieve organisational outcomes.
Results Plan and Prioritise	Advanced	<ul style="list-style-type: none"> • Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work. • Initiate, prioritise, consult on and develop team/unit goals, strategies and plans. • Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses. • Ensure current work plans and activities support and are consistent with organisational change initiatives. • Evaluate achievements and adjust future plans accordingly.
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> • Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues. • Work through issues, weigh up alternatives and identify the most effective solutions. • Take account of the wider business context when considering options to resolve issues. • Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements. • Implement systems and processes that underpin high quality research and analysis.

Group and Capability	Level	Behavioural Indicators
Business Enablers Procurement and Contract Management	Adept	<ul style="list-style-type: none"> • Apply legal, policy and organisational guidelines and procedures in relation to procurement and contract management. • Develop well written, well-structured procurement documentation that clearly sets out the business requirements. • Monitor procurement and contract management processes to ensure they are open, transparent and competitive, and that contract performance is effective. • Be aware of procurement and contract management risks, and what actions are expected to mitigate these. • Evaluate tenders and select providers in an objective and rigorous way, in line with established guidelines and principles. • Escalate procurement and contract management issues where required.
Business Enablers Project Management	Advanced	<ul style="list-style-type: none"> • Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts. • Access key subject-matter experts' knowledge to inform project plans and directions. • Implement effective stakeholder engagement and communications strategy for all stages of projects. • Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning. • Develop effective strategies to remedy variances from project plans, and minimise impacts. • Manage transitions between project stages and ensure that changes are consistent with organisational goals.