Role Description
Senior Project Manager

Cluster	Planning, Industry and Environment
Agency	Planning, Industry and Environment
Division/Branch/Unit	Public Works Advisory
Location	State of NSW
Classification/Grade/Band	Staff Grade 11/12
Kind of Employment	Ongoing and Temporary roles
Role Number	Generic Positions across Public Works Advisory
ANZSCO Code	133111
PCAT Code	1132292
Date of Approval	23/08/2010 - OGB01-028
Agency Website	www.dpie.nsw.gov.au and www.publicworks.nsw.gov.au

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 of high risk and complexity or strategic value. As a team leader, the Senior Project Manager directs other Project Managers on the delivery of program of larger projects with the application of best practice project management principles in order that time cost, quality, safety and environment targets and corporate and region expectations and requirements are met.

Key accountabilities

- Facilitate input from team members and other stakeholders and prepare project plans to manage the planning and delivery of assigned large, high risk and complexity infrastructure projects.
- Assign projects and engage with project team members to manage and lead the planning and delivery of infrastructure works programs.
- Deliver tasks assigned by other Project Managers to contribute to the planning and/or delivery of large, complex projects in the capacity as team member.

- Prepare business proposals and participate as part of a bid team for significant proposals to contribute to business performance.
- Deliver tasks and projects that demonstrate a thorough understanding and application of best practice project management principles to achieve client satisfaction targets and provide excellent client service.
- Identify opportunities for process improvement and propose new approaches for consideration by the business unit manager to contribute to improved business performance.
- Identify opportunities for improvement as the project proceeds and arranging formal lessons learned forums at the conclusion of projects to contribute to continuous improvement.
- Identify the learning and development needs of self and team members, provide mentorship and facilitate appropriate action to contribute to the on-going professional excellence of the region and the continuous professional development of the team.

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
Internal	
Manager	- Provide sound advice and guidance on technical issues related to project management services - Participate in discussions and decisions regarding business development opportunities
Work Team	- Inspire and motivate team, provide direction and manage performance - Support team members and work collaboratively to contribute to achieve business outcomes - Participate in meetings to share information and provide input on issues
External	
Customers/Stakeholders	- Develop and maintain effective working relationships and open channels of communication to ensure stakeholders are well informed. - Contribute to a client-focused approach to service delivery
Vendors/Service Providers	- Negotiate and approve contracts and service agreements - Manage contracts and monitor provision of service to ensure compliance with contracts and service arrangements
Industry professionals/ consultants	- Seek/maintain specialist knowledge/advice and collaborate on . and keep up to date with industry best practice. - Participate in forums, groups to represent the agency and share information

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Role dimensions

Decision making

The Senior Project Manager 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 descision making by the Project Manager. On specialised technical/professional matters the Senior 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

Appropriate trade, post-trade or tertiary qualifications and/or equivalent relevant working experience in project management, engineering, architecture, and building or construction.

Well developed knowledge and understanding of current Work Health and Safety legislation and regulations.

A valid NSW Driver's Licence and willingness to drive to remote locations which may include overnight stays.

Employment screening checks, security or other clearances & 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

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**
Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Advanced
	Manage Self	**Adept**
	Value Diversity	Adept
Relationships	**Communicate Effectively**	**Advanced**
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	**Advanced**
Results	**Deliver Results**	**Advanced**
	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
Business Enablers	Finance	Adept
	Technology	Intermediate
	Procurement and Contract Management	**Adept**
	Project Management	**Advanced**
People Management	**Manage and Develop People**	**Advanced**
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Adept
	Manage Reform and Change	Intermediate

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**
Personal Attributes Manage Self	Adept	• Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate a high level of personal motivation

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Relationships Communicate Effectively	Advanced	• Present with credibility, engage varied audiences and test levels of understanding • Translate technical and complex information concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Actively listen and encourage others to contribute inputs • Adjust style and approach to optimise outcomes • Write fluently and persuasively in a range of styles and formats
Results Deliver Results	Advanced	• 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
Business Enablers Project Management	Highly Advanced	• Implement effective governance processes for acceptance of projects based on sound business cases • Use historical, political and broader context to inform project directions and mitigate risk • Obtain the commitment of key stakeholders to major project strategies, including cross-organisational initiatives, and ensure ongoing communication • Ensure that project risks are managed effectively and appropriate strategies are in place to respond to variance • Implement systems for monitoring and evaluating effective management, expenditure of project budgets and resources, to achieve organisational goals
People Management Manage and Develop People	Advanced	• Refine roles and responsibilities over time to achieve better business outcomes • Recognise talent, develop team capability and undertake succession planning • Coach and mentor staff and encourage professional development and continuous learning • Provide timely, constructive and objective feedback to staff • Address and resolve team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way • Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives

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