

Role Description

Project Manager



Regional
NSW

| | |
|---------------------------|--|
| Cluster | Regional NSW |
| Agency | Department of Regional NSW |
| Division/Branch/Unit | Public Works Advisory and Regional Development |
| Location | Various |
| Classification/Grade/Band | Clerk Grade 5/6 |
| Role Number | Bespoke/ Trades Labour, Facilities Management/ Deliver |
| ANZSCO Code | 133111 |
| PCAT Code | 1112292 |
| Date of Approval | 23/08/2010 - OGB01-028 (updated July 2019 and April 2020) |
| Agency Website | www.drnsw.nsw.gov.au |

Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department is responsible for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state's mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

Public Works Advisory (PWA) is part of the Department of Regional NSW. 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.

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

- Plan and deliver assigned infrastructure projects with medium complexity in accordance with standard organisational procedures by seeking guidance from a more experienced project manager when required.
- Participate in planning sessions and conduct project tasks under the leadership of a more senior Project Manager to contribute to infrastructure planning and delivery.
- Deliver tasks in accordance with cost budgets to contribute to business performance.

- Be responsive and accurate with all client interactions and deliver tasks to meet best practice standards and client requirements in order to build and maintain effective client relationships and business partnerships.
- Participate in business development activities including assisting in preparation of fee proposals, attending business development meetings and contributing towards opportunities for repeat and new business.
- Identify opportunities for process improvement, capture lessons learned on projects, and participate in lessons learned forums to contribute to improved business performance.
- Work collaboratively with Manager on setting and actioning individual performance and development goals to achieve continuous professional self-development and contribute to the professionalism and technical reputation of the business unit.

Key challenges

- Achieving client and business unit objectives given that strict time, cost and quality parameters apply when managing multiple projects and delivering components.
- Identifying and managing project delivery risks, including safety and environmental risks.

Key relationships

| Who | Why |
|------------------------------------|---|
| Internal | |
| Manager | <ul style="list-style-type: none"> • Provide sound advice and guidance on technical issues related to project management services. • Participate in discussions and decisions regarding business development opportunities. |
| Work Team | <ul style="list-style-type: none"> • Work collaboratively with team members to contribute to achieve business outcomes. • Participate in meetings to share information and provide input on issues. |
| External | |
| Customers/stakeholders | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Negotiate minor contracts and service agreements on low to medium complexity projects. • Manage contracts and monitor provision of service to ensure compliance with contracts and service agreements. |
| Industry professionals/consultants | <ul style="list-style-type: none"> • Seek/maintain specialist knowledge/advice and keep up to date with industry best practice. • Participate in forums, groups to represent the agency and share information. |

Role dimensions

Decision making

The 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. Onsite problems, contractual variations, extensions of time and progress certificates are all dealt with in accordance with delegated authorities.

Decisions affecting the delivery of targets set for the project require consultation with lead Project Managers. 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

Nil

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 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

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 | Intermediate |
| | Act with Integrity | Intermediate |
| | Manage Self | Intermediate |
| | Value Diversity | Foundational |
|  Relationships | Communicate Effectively | Intermediate |
| | Commit to Customer Service | Intermediate |
| | Work Collaboratively | Foundational |
| | Influence and Negotiate | Intermediate |
|  Results | Deliver Results | Intermediate |
| | Plan and Prioritise | Foundational |
| | Think and Solve Problems | Intermediate |
| | Demonstrate Accountability | Intermediate |
|  Business Enablers | Finance | Foundational |
| | Technology | Foundational |
| | Procurement and Contract Management | Intermediate |
| | Project Management | Adept |

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 | Intermediate | <ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth and develop and apply new skills Seek feedback from colleagues and stakeholders Maintain own motivation when tasks become difficult |
| Relationships Communicate Effectively | Intermediate | <ul style="list-style-type: none"> Focus on key points and speak in 'Plain English' Clearly explain and present ideas and arguments Listen to others when they are speaking and ask appropriate, respectful questions Monitor own and others' non-verbal cues and adapt where necessary Prepare written material that is well structured and easy to follow by the intended audience Communicate routine technical information clearly |

NSW Public Sector Capability Framework

| Group and Capability | Level | Behavioural Indicators |
|--|--------------|---|
| Results Deliver Results | Intermediate | <ul style="list-style-type: none"> • Complete work tasks to agreed budgets, timeframes and standards • Take the initiative to progress and deliver own and team/unit work • Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals • Seek and apply specialist advice when required |
| Business Enablers Project Management | Adept | <ul style="list-style-type: none"> • Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects |