Role Description
Project Manager

Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	Public Works Advisory and Regional Development
Location	Various positions across NSW
Classification/Grade/Band	Clerk Grade 9/10
Kind of Employment	Ongoing or Temporary
Role Number	Generic positions across Public Works Advisory
ANZSCO Code	133111
PCAT Code	1132292
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 medium to high in size and complexity, or contributes to the planning and delivery of infrastructure projects with medium-to high complexity.

As a team leader, the Project Manager directs other Project Managers on the delivery of programs of low to medium complexity and 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 medium complexity infrastructure projects.
- Assign projects and engage with project team members to manage and lead the planning and delivery of minor 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 small 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

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 descision 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.

Key knowledge and experience

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

Essential requirements

- Appropriate trade, post-trade or tertiary qualifications and/or equivalent relevant working experience in project management, engineering, architecture, and building or construction.
- A valid NSW Driver 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 describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

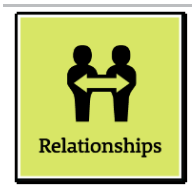
The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	**Manage Self** Show drive and motivation, an ability to self-reflect and a commitment to learning	• Keep up to date with relevant contemporary knowledge and practices • 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 and maintain a high level of personal motivation	Adept
	**Communicate Effectively** Communicate clearly, actively listen to others, and respond with understanding and respect	• Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences	Adept
	**Deliver Results** Achieve results through the efficient use of resources and a commitment to quality outcomes	• Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes • Make sure staff understand expected goals and acknowledge staff success in achieving these • Identify resource needs and ensure goals are achieved within set budgets and deadlines • Use business data to evaluate outcomes and inform continuous improvement • Identify priorities that need to change and ensure the allocation of resources meets new business needs • Ensure that the financial implications of changed priorities are explicit and budgeted for	Adept

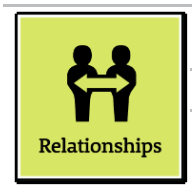
FOCUS CAPABILITIES			
Capability group/sets	**Capability name**	**Behavioural indicators**	**Level**
	**Project Management** Understand and apply effective planning, coordination and control methods	• Prepare and review project scope and business cases for projects with multiple interdependencies • Access key subject-matter experts' knowledge to inform project plans and directions • Design and implement effective stakeholder engagement and communications strategies for all project stages • Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning • Develop effective strategies to remedy variances from project plans and minimise impact • Manage transitions between project stages and ensure that changes are consistent with organisational goals • Participate in governance processes such as project steering groups	Advanced
	**Manage and Develop People** Engage and motivate staff, and develop capability and potential in others	• Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes • Adjust performance development processes to meet the diverse abilities and needs of individuals and teams • Develop work plans that consider capability, strengths and opportunities for development • Be aware of the influences of bias when managing team members • Seek feedback on own management capabilities and develop strategies to address any gaps • Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way • Monitor and report on team performance in line with established performance development frameworks	Adept

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept
	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Intermediate
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate