

Role Description

Senior Project Manager



Regional
NSW

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|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Cluster | Regional NSW |
| Agency | Department of Regional NSW |
| Division/Branch/Unit | NSW Public Works |
| Role number | Various roles across NSW |
| Classification/Grade/Band | 9/10 |
| ANZSCO Code | 133111 |
| PCAT Code | 1112202 |
| Date of Approval | |
| Agency Website | www.drnswnsw.gov.au or www.publicworks.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.

NSW Public Works is part of the Department of Regional NSW and supports local and state government agencies to deliver critical infrastructure initiatives by providing expert advisory, planning, design, delivery, and support services. Our work is in the hospitals, dams, water treatment plants and high schools – the real foundations of prosperous communities. Every day we help shape the ambitious projects that bring progress to more people in NSW. From forging a more sustainable relationship with the land around us, to engineering the big ideas of the future. In every challenge we see the chance to build stronger and more connected communities.

Primary purpose of the role

Managing the delivery of capital works projects and programs for Create NSW, State Archives and Records Authority, Department of Customer Service, the Property NSW owned portfolio, and others whilst providing input into the program requirements and developing solutions to manage on time on budget delivery.

Key accountabilities

- The management and delivery of a program of construction projects from start to completion including design development, managing budget development, following NSW government procurement procedures, tender evaluation, scheduling project programs, managing project delivery and commissioning.
- Management and supervision of design and delivery teams to deliver work on time, within budget and to the appropriate legislative and quality standards, including financial management, monitoring and reporting for all projects

- Constant productive stakeholder communication, to ensure all parties are aware of relevant project details, costs, timelines, and potential disruptions. Project reporting and management of Project Control Group meetings.
- Working closely with Property NSW specialists, including WHS Compliance and Environmental Strategy, to account for and adhere to all government and legislative policy relating to individual projects
- Monitoring and reporting on service provider and contractor performance and drive continuous improvement against industry benchmarks
- Constant liaison with Asset Managers or client representatives and stakeholders to keep them apprised of program, budget, project issues, risks and risk mitigation strategies.
- Expert management of the GC21 suite of construction contracts and the resolution of contractual claims.
- Provision of expert knowledge/assurance in the construction of small and medium sized buildings.

Key challenges

- The direction and management of numerous projects, on time and within budget, with due consideration of budgets, WHS, quality, risks and other relevant issues
- The management of senior internal agency stakeholders and external stakeholders
- Act as the NSW Government representative on consultancy and construction projects

Key relationships

| Who | Why |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Internal | |
| Client/Customer | <ul style="list-style-type: none"> • By developing and maintaining positive working relationships with stakeholders, the Senior Project Manager will ensure excellent customer service to agency and external tenants |
| Executive Department | <ul style="list-style-type: none"> • By developing and maintaining positive working relationships with Directors and fellow staff within Property NSW, the Senior Project Manager will be able to mitigate risk and oversee the delivery of projects efficiently and effectively • By working collaboratively with Asset Services, Facilities Management and Divestment teams to help establish CAPEX requirements identified from property inspections, call centre feedback and divestment programs. • To work collaboratively across the business to ensure buildings are kept in a state that is fit for purpose for their intended use |
| Work team | <ul style="list-style-type: none"> • To encourage team members to work collaboratively to achieve business outcomes |
| External | |
| Industry professionals / consultants | <ul style="list-style-type: none"> • To seek/maintain specialist knowledge/advice and collaborate on best practice project management |

| Who | Why |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Vendors / service providers | <ul style="list-style-type: none"> By developing and maintaining positive working relationships with the service providers, the Senior Project Manager will ensure projects are delivered on time, on budget and with due consideration of WHS, in accordance with the organisational strategy and service level agreements |

Role dimensions

Decision making

Will make decisions regarding projects which have been signed off for delivery

Reporting line

Senior Program Manager

Direct reports

Project managers and numerous service providers and contractors

Budget/Expenditure

The role does not have a delegated budget; however it must operate within the confines of financial delegations set by the Department and Government.

Essential requirements

- Appropriate trade, post-trade or tertiary qualifications and/or equivalent relevant working experience in project management, engineering, architecture, and building or construction.
- Demonstrable experience in property project management and/or program management and building.
- Project management experience, with financial or budgetary accountability advantageous.
- Current NSW Driver Licence and willingness to drive to and work in remote locations which may include overnight stays.

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 |
|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|  Personal Attributes | Act with Integrity Be ethical and professional, and uphold and promote the public sector values | <ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way and encourage others to do so • Act professionally and support a culture of integrity • Identify and explain ethical issues and set an example for others to follow • Ensure that others are aware of and understand the legislation and policy framework within which they operate • Act to prevent and report misconduct and illegal and inappropriate behaviour | Adept |
|  Relationships | Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect | <ul style="list-style-type: none"> • 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 |
|  Results | Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes | <ul style="list-style-type: none"> • 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 |
|  Business Enablers | Project Management Understand and apply effective planning, coordination and control methods | <ul style="list-style-type: none"> • 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 | Advanced |

FOCUS CAPABILITIES

| Capability group/sets | Capability name | Behavioural indicators | Level |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| | | <ul style="list-style-type: none"> 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 | |
|  | Optimise Business Outcomes Manage people and resources effectively to achieve public value | <ul style="list-style-type: none"> Develop team and unit plans that consider team capabilities and strengths Plan and monitor resource allocation effectively to achieve team and unit objectives When planning resources, consider the attraction and retention of people of diverse cultures, backgrounds and experiences Ensure that team members work with a good understanding of business principles as they apply to the public sector context Participate in wider organisational workforce planning to ensure that capable resources are available | Intermediate |

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 |
| | Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Adept |

COMPLEMENTARY CAPABILITIES

| Capability group/sets | Capability name | Description | Level |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------------------------------------------------------------------------------------|--------------|
|  Personal Attributes | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
|  Relationships | 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 | Intermediate |
|  Results | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Adept |
| | 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 | Intermediate |
|  Business Enablers | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Adept |
| | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Adept |
| | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Advanced |
|  People Management | Manage and Develop People | Engage and motivate staff, and develop capability and potential in others | Intermediate |
| | Inspire Direction and Purpose | Communicate goals, priorities and vision, and recognise achievements | Intermediate |
| | Manage Reform and Change | Support, promote and champion change, and assist others to engage with change | Intermediate |