

# Role Description

## Project Manager



**Regional  
NSW**

Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	Public Works Advisory
Role number	Various roles across NSW
Classification/Grade/Band	3/4
ANZSCO Code	53111
PCAT Code	1227292
Date of Approval	09 February 2015
Agency Website	<a href="http://www.drnsw.nsw.gov.au">www.drnsw.nsw.gov.au</a> or <a href="http://www.publicworks.nsw.gov.au">www.publicworks.nsw.gov.au</a>

### 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

Assists higher level Project Manager(s) with the planning and/or delivery of a range of assigned infrastructure project tasks, or may manage small scale infrastructure projects with low to medium risk and complexity in order that time, cost, quality, safety, environmental targets and the region's business objectives and client expectations are met.

### Key accountabilities

- Plan and deliver assigned infrastructure projects with low 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 Project Manager to contribute to infrastructure planning and delivery.
- Actively participate in and contribute to project and team meetings and other forums to discuss project progress, issues and to ensure the successful achievement of individual and project targets to contribute to business performance.

- Develop and maintain a good understanding of industry trends and practices, and Government policies and regulations to provide asset advice to clients, senior management and project managers providing excellent outcomes for clients and maintain strong working relationships
- Be responsive and accurate with all client interactions and requests and deliver tasks to best practice standards and client requirements to contribute to building and maintaining 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, capturing lessons learned on projects, and participate in formal lessons learned forums to contribute to improved business performance.
- Work collaboratively with Manager on setting and achieving 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
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Contribute to advice given on technical issues related to project management services.</li> <li>• Participate in discussions regarding business development opportunities.</li> <li>• Escalate issues, keep informed, advise, receive guidance and instructions.</li> </ul>
Work Team	<ul style="list-style-type: none"> <li>• Work collaboratively with team members to contribute to achieve business outcomes.</li> <li>• Participate in meetings to share information and provide input on issues.</li> </ul>
<b>External</b>	
Customers/stakeholders	<ul style="list-style-type: none"> <li>• Develop and maintain effective working relationships and open channels of communication to ensure stakeholders are well informed.</li> <li>• Contribute to a client-focused approach to service delivery.</li> </ul>
Vendors/Service Providers	<ul style="list-style-type: none"> <li>• Negotiate minor contracts and service agreements on low complexity projects.</li> <li>• Manage contracts and monitor provision of service to ensure compliance with contracts and service agreements.</li> <li>• Contact to provide and gather information and resolve routine issues.</li> </ul>

Who	Why
Industry professionals/consultants	<ul style="list-style-type: none"> <li>• Seek/maintain specialist knowledge/advice and keep up to date with industry best practice.</li> <li>• Participate in forums, groups to represent the agency and share information.</li> </ul>

## Role dimensions

### Decision making

- The Project Manager makes day to day decisions in relation to prioritising activities.
- On site problems, contractual variations, extensions of time and progress claims are dealt with in accordance with delegated authorities.

### Reporting line

More senior Project Manager

### 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, architecture, building, construction or engineering (civil, environmental, mechanical, electrical, or electrical/networks).
- Well-developed knowledge and understanding of current Work Health and Safety legislation and regulations.
- Current 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](#) 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
 <p>Personal Attributes</p>	<b>Manage Self</b> Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> <li>Adapt existing skills to new situations</li> <li>Show commitment to achieving work goals</li> <li>Show awareness of own strengths and areas for growth, and develop and apply new skills</li> <li>Seek feedback from colleagues and stakeholders</li> <li>Stay motivated when tasks become difficult</li> </ul>	Intermediate
 <p>Relationships</p>	<b>Communicate Effectively</b> Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> <li>Focus on key points and speak in plain English</li> <li>Clearly explain and present ideas and arguments</li> <li>Listen to others to gain an understanding and ask appropriate, respectful questions</li> <li>Promote the use of inclusive language and assist others to adjust where necessary</li> <li>Monitor own and others' non-verbal cues and adapt where necessary</li> <li>Write and prepare material that is well structured and easy to follow</li> <li>Communicate routine technical information clearly</li> </ul>	Intermediate
 <p>Results</p>	<b>Deliver Results</b> Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> <li>Seek and apply specialist advice when required</li> <li>Complete work tasks within set budgets, timeframes and standards</li> <li>Take the initiative to progress and deliver own work and that of the team or unit</li> <li>Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals</li> <li>Identify any barriers to achieving results and resolve these where possible</li> <li>Proactively change or adjust plans when needed</li> </ul>	Intermediate
 <p>Business Enablers</p>	<b>Project Management</b> Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> <li>Perform basic research and analysis to inform and support the achievement of project deliverables</li> <li>Contribute to developing project documentation and resource estimates</li> <li>Contribute to reviews of progress, outcomes and future improvements</li> <li>Identify and escalate possible variances from project plans</li> </ul>	Intermediate

## FOCUS CAPABILITIES






Capability group/sets	Capability name	Behavioural indicators	Level
	<b>Optimise Business Outcomes</b> Manage people and resources effectively to achieve public value	<ul style="list-style-type: none"> <li>• Keep team members informed of the reasons for decisions so that this can inform their work</li> <li>• Ensure that team members make effective use of resources to maximise business outcomes</li> <li>• Ensure that team members understand and inform customers about processes, practices and decisions</li> <li>• Ensure that team members understand business principles to achieve work tasks effectively</li> <li>• Ensure team goals and standards are met</li> </ul>	Foundational

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