

Senior Project Manager (AS07)



Government
of South Australia

Department for Infrastructure
and Transport

Role statement

Organisational alignment

Division: Infrastructure Delivery
Directorate: Building Projects
Section: Project Management

Reporting relationships

Reports to: Manager, Project Management
Direct reports: Multiple FTE

Role overview

The Building Projects Directorate provides advisory and management services to assist all State government agencies to manage the construction, replacement, refurbishment or demolition of buildings, office accommodation and government employee housing.

The Senior Project Manager is responsible for delivering complex projects and managing risk to ensure the successful delivery of projects that align with the strategic objectives and priorities of the government and partner agencies. This role includes delivering comprehensive building project advice, providing construction and planning guidance, implementing integrated risk management practices, overseeing scheduling, reporting, and financial management, and preparing procurement and contract documentation.

Further information about the Department can be found at: <https://www.dit.sa.gov.au/about-us>

Our values

We pride ourselves on applying these values to our day-to-day interactions and individual performance. They shape our approach to achieving our strategic agenda.



Collaboration

We work together as one team to serve our customers.



Honesty

We are honest, open and act with integrity.



Excellence

We commit to excellence in everything we do.



Enjoyment

We enjoy our work and recognise our success.



Respect

We respect, understand and value the people we serve.

Key outcomes required of the role

- Managing objectives, strategies and quality standards, and contributing to complex projects that deliver the Section's objectives and are consistent with agency and whole of government strategies, policies and priorities.
- Coordinating and motivating staff, clients and others to achieve project objectives and where assigned, developing or contributing to staff performance.
- Coordinating and controlling major building works contracts and contract administration services including site surveillance, variations, claims and progress payments, technical project contract preparation, tender evaluation and service provider relationship management.
- Identify and resolve significant project risks and complex issues in consultation with the Divisional Management Team and implement innovative solutions consistent with agency policies and national and international developments.
- Provide input into the development of, and applying, project standards, Quality Assurance processes and operational frameworks and systems that ensure project technical and commercial excellence is achieved.
- Supervising and controlling all critical project and subproject related scheduling, reporting, technical, financial, procurement and administrative functions to ensure established project goals are met or exceeded.
- Establishing and maintaining consultation with key stakeholders to ensure the successful negotiation of highly complex ideas, the adoption of specific procedures, methods and strategies and the achievement of Government and agency objectives.
- Contribute to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with our values, legislative requirements, the Code of Ethics for the South Australian Public Sector, equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.

Special conditions attached to the role

- A National Police Check (NPC) is required prior to employment in the Department for Infrastructure and Transport which must be renewed every three years.
- A Working with Children Check (WWCC) is required prior to employment with the Department for Infrastructure and Transport, which must be renewed every five years before expiry.
- Some out of hours and weekend work may be required.
- Some intra / interstate travel may be required.

Educational qualifications / licenses

- Technical or construction related qualification is not essential but preferred; however, proven project management experience in construction industry projects is essential.

Technical capabilities

- Experience in the delivery of a diverse range of building projects, requiring a good understanding of design and construction processes.
- Some knowledge of various forms of General Conditions of Contract and extensive experience in leading and delivering building projects including managing budgets and contracts.

Person capabilities

[Our Capability Framework](#) describes the core capabilities, behaviours and skills required for us to meet our strategic objectives and be a modern public sector, attracting, developing and retaining the best talent. The framework is constructed around five categories of capability; personal attributes; building relationships; achieving results; leadership and growth; and performance enablers.

Refer to our framework for the detailed capabilities required for this stream. This role is classified as:

Stream 3: Senior leader

Stream 3 roles would typically consist of team and senior leaders, senior team members and those with technical specialty (indicative classifications include ASO7-8, LE5, PO4-6, MAS3).

Key selection criteria

The criteria outlined below are drawn from the most significant requirements of the person capabilities (from Our Capability Framework) and technical capability, professional knowledge and experience to be addressed in your application having consideration of the role overview and key outcomes.

- Proven ability to work under broad directions in initiating, planning and delivering significant programs of work and providing timely, concise written and verbal communications to people at all levels.
- Broad knowledge of the discipline and the issues, risks, trends and directions associated with the assigned services, systems and/or programs including an understanding of social, economic and commercial considerations.
- Demonstrated ability to quickly analyse, react and suggest practical and innovative solutions for a range of sensitive, critical or complex issues including providing expert advice on discipline related policies and processes.
- Delivers customer focused and strategically aligned services and practices and engages with stakeholders to successfully negotiate sensitive, critical or complex matters.
- Demonstrated ability to quickly analyse, react and suggest practical and innovative solutions for a range of sensitive, critical or complex issues including providing expert advice on discipline related policies and processes.
- Extensive experience in leading, motivating and influencing staff, driving and evaluating work objectives for improved service performance across strategically aligned functions.
- Shows respect for diverse backgrounds, experiences and perspectives including that of Aboriginal and Torres Strait Islander people. Values diversity of thought.
- Shows genuine care for the safety and wellbeing of self and others.

Approved

Signature: _____

Date:

Director, Building Projects

People, Culture and Capability Use Only	KNet ID: 16110858	ANZSCO code: < >	Position number: < >
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