



ASO6 Project Manager Capital Projects Unit

ORGANISATIONAL OVERVIEW

South Australia Police (SAPOL) provides a diverse range of services to the community. These services are aimed at producing a safe and peaceful environment by the minimisation of crime and disorder. It is a large complex organisation which, because of the nature of its operations, is constantly subject to public scrutiny and accountability. It provides services to a range of different locations (over 100) spread across the State on a 24 hour a day basis.

SAPOL's vision is to provide 'Safer Communities'. All SAPOL employees are guided by Our Values of Service, Integrity, Courage, Leadership, Collaboration and Respect. SAPOL is an organisation with a proud history and an exciting vision for the future.

POSITION OVERVIEW

Summary

The Project Manager works in a dynamic and collaborative environment across a diverse range of minor and major capital projects and provides high quality capital project planning and project delivery services supporting fit for purpose and sustainable accommodation and facilities across SAPOL's diverse statewide asset portfolio.

The role requires strong project lifecycle management, problem solving and communication skills for client side project management works including those programmed through Department for Infrastructure and Transport divisions, and direct SAPOL management of building and accommodation works. The Project Manager provides best practice project management and processes in planning, design, initiation, delivery and review phases, planning and documenting projects, identifying and mitigating risks and opportunities including sustainability initiatives, effective budget and financial management techniques and innovative design to ensure high quality project outcomes that meet SAPOL's operational objectives with a value for money focus.

Service

Integrity

Leadership

Collaboration

Courage

Respect



The role is responsible for feasibility, concept design, planning, developing budget estimates and spreadsheets, risk registers, project proposals, seeking approvals, preparing and negotiating project initiation processes for new projects and end to end project management through to successful project completion and where required, unit relocations. This will include engaging professional services for design, engineering and cost estimate support to projects.

Key activities include undertaking site reviews, developing detailed project plans, collaborative stakeholder consultation, managing scope, schedule and costs throughout project lifecycles, provide regular monitoring and tracking progress of performance, and identifying, documenting and incorporating safety and innovation in design.

The Capital Projects Unit, Physical Asset Services Branch PASB provides support to SAPOL's assets and capital investment initiatives through feasibility studies, project initiation, planning, design / analysis, execution, monitoring and closure for effective delivery of capital works across the portfolio.

PASB is comprised of seven units: Capital Projects Unit, Major Projects Unit, Strategic Infrastructure & Assets Unit, Contracts, Impound & Armoury Unit, Strategic Operations: Fleet & Property, Facilities Management Unit, and Business Management Unit. A 'one team' mindset driven by leadership at all levels, that is focused on achieving our Vision and Key Strategy allows us to realise the full potential of our workforce and ensures service excellence. To achieve this, members adopt a problem solving, responsive and informative approach

Special Conditions

Work Status	The incumbent must hold a current Australian work eligibility status and will be subject to a criminal history check. The incumbent may be assigned to other duties at this remuneration level or equivalent.
Location	Police Headquarters, 100 Angas Street Adelaide. However there may be a requirement to work from various locations in the metropolitan area.
Qualifications	Tertiary qualifications in project management, construction management, trade or relevant discipline. White Card accreditation to be obtained.
Out of Hours Work	Some out of hours work may be required.
Travel	Some intrastate and interstate travel may be required. An unencumbered Australian drivers license is required.
Performance Management	The incumbent is required to participate in SAPOL's iEngage program.

Reporting / Working Relationships

The Project Manager reports to the Capital Program Manager, within the Capital Projects and works in a highly interactive capital team environment with other Project Managers, Senior Project Managers, and the Strategic Infrastructure & Assets Unit . The Project Manager works in close liaison with other Units including Facilities Management Unit, Business Management

Unit, Finance and Procurement branches, within SAPOL Business Service division and consults and collaborates widely across all divisions of SAPOL including Security Advice Section and IS&T division.

The position is responsible for maintaining positive, productive and professional close working relationship with staff and managers across SAPOL, other Agencies and contractors. The position provides expertise, advice and high quality customer service in relation to capital projects and minor works program management.

KEY OUTCOMES

Significantly contribute to the strategic planning, development, implementation and continuous improvement process by delivering best practice standards for SAPOL's corporate accommodation and operational facilities requirements by:

- Taking a lead role in effectively managing mid-range projects – including to effectively plan, initiate, manage, deliver, report on and review capital works, facility management and asset management projects and programs, ensuring incorporation of sustainability initiatives and safety in design factors, for delivery of fit for purpose modern assets to support the strategic directions of the agency.
- Ensuring projects are delivered on time, on budget, with best practice outcomes, including preparing initial scopes and feasibility concepts, negotiating scope with end users, delivering agreed design specifications, meeting end user requirements, delivering approved quality, timing and budget parameters, with effective risk identification, mitigation/management, and providing accurate and comprehensive project tracking and budget reporting;
- Project Management activities including:
 - Providing expert strategic planning and management of capital and minor works projects, including formulating design briefs, feasibility studies, concept design plans, facility accommodation plans, and preparing high quality project management plans, project schedules, robust budget spreadsheets, risk registers, project reports, project communication strategies, executive briefing papers and other key project documentation;
 - Formulating robust project budgets and estimates, obtaining budget, financial and procurement approvals for assigned projects and programs in line with SAPOL financial and contractual delegations and procurement requirements.
 - Ensuring projects are activated and progressed in accordance with financial delegations and approvals, utilising AGFMA whole of government contractual arrangements or other approved procurement processes.
 - Effectively monitoring and controlling project expenditure within approved budget allocations, and providing timely advice and recommendations on cost pressures that require management;
 - Management, monitoring and ensuring effective project controls and milestones for project scope, schedule, cash flows, budget and risks to ensure that the project meets agreed timelines and performance metrics.
 - Ensure regular weekly and monthly reporting on complex or high risk projects including current status, identified risks, budget position, and future progress of initiatives and operational matters as required.

- Supporting the analysis of project opportunities and sustainability initiatives including through data analysis, process analysis, and cost-benefit analysis.
- Applying effective problem solving skills to recommend strategies to address emerging issues relevant to capital works projects to ensure practical, value for money solutions, proactively negotiate and resolve issues to ensure high quality outcomes for SAPOL;
- Undertaking effective stakeholder engagement with key end users, contractors and internal / external stakeholders to ensure the smooth delivery of the project, including facilitating regular meetings, undertaking regular, timely and effective communication to key stakeholders and end users on the project progress and seeking client feedback to ensure needs and expectations are being met and managed;
- Contributing to business case analyses on property retention / disposal including life cycle costing for assets and key infrastructure improvement projects;
- Ensuring consistency with relevant legislation and Whole of Government accommodation directions, standards and policies, in particular Government Office Accommodation policy and standards;
- Maintaining complete electronic and physical records and files of capital and minor works projects, including retention of complete sets of final project documentation for practical completion, commissioning data, manuals, as-builts or other technical drawings;
- Contributing actively to continuous improvement in Capital Projects Unit processes and practices, to drive improvements in SAPOL's physical assets portfolio.

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

- Highly developed project management skills in a large commercial asset portfolio/capital works environment, with demonstrated ability to provide effective project leadership.
- Proven experience in identifying and assessing project risks, managing budgets and providing innovative and adaptive solutions to complex problems that are practical and achievable to ensure successful project delivery;
- Demonstrated experience in managing multiple concurrent and complex capital investment projects including a large program of minor works to meet given timeframes;
- Demonstrated experience in developing fit for purpose design briefs, concept plans, business cases and feasibility analysis for capital works and corporate accommodation / operational facility projects;
- Demonstrated experience in undertaking in-depth review of project documentation and consultant reports, and ability to interpret construction drawings;
- Demonstrated initiative, flexibility, and problem solving capability, utilising high level analytical skills to examine and resolve complex issues and effectively support change objectives;
- Interpersonal skills that foster a professional working environment, co-operation and high performance teamwork. Possession of a high level of emotional intelligence, an open communication style, positive attitude, and a high degree of personal integrity and credibility;

- Demonstrated experience in undertaking effective stakeholder engagement, liaising across a wide range of stakeholders, effectively managing stakeholder expectations and regularly reporting to a range of stakeholders;
- Demonstrated ability to develop and maintain networks and operational relationships, to articulate, explain and present complex concepts clearly and concisely and to communicate effectively with people at all levels both verbally and in writing;

Desirable Characteristics

- Experience in the use of AutoCAD and Microsoft Project or similar software.
- Knowledge of legislation, policies, processes, practices and systems that impact upon the delivery of capital projects and minor works programs in the South Australian Government.

CORPORATE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.
- Actively contribute to SAPOL's commitment to being an inclusive workplace where everyone is safe, respected and supported to reach their potential by demonstrating inclusive behaviour and showing respect for diverse backgrounds, experiences and perspective.
- Demonstrate an understanding and commitment to **WH&S legislation**, principles and practices and risk assessment in accordance with the **WH&S Act (2012)**, regulations, approved codes of practice and AS/NZS ISO 31000:2018 Risk Management – Guidelines.