



ASO7 Senior 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 Senior Project Manager in SAPOL's Capital Projects Unit works in a dynamic and collaborative environment, with responsibility to effectively lead, plan and deliver a range of capital projects and minor works across SAPOL's diverse built asset portfolio ranging from strategic planning, feasibility and business case activities, to activating, monitoring and driving projects to practical completion.

Responsibilities include undertaking site strategic reviews, developing detailed project plans, preparing business cases, leading collaborative stakeholder consultation for capital, facility and asset management projects and programs, managing scope, schedule and costs throughout project lifecycles, incorporating sustainability initiatives and safety in design factors, provide regular monitoring and tracking progress of performance, and identifying, documenting and managing risks and issues.

The Senior Project Manager reports to the Manager, Capital Projects Unit, and is accountable for providing best practice project management and processes for the initiation, design,

Service

Integrity

Leadership

Collaboration

Courage

Respect



delivery and review phases, critical problem solving, effective budget and financial management techniques and innovative design to ensure high quality project outcomes that meet SAPOL's operational objectives. The position provides expert advisory and specialist consultancy services to SAPOL regarding the development and delivery of projects with a value for money focus.

The Capital Projects Unit, Physical Asset Services Branch PASB provides support to SAPOL's assets and capital investment initiatives through Strategic Asset planning, 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 or relevant discipline (including Engineering, Architecture or similar. 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 driver's licence is required.
Performance Management	The incumbent is required to participate in SAPOL's iEngage program.

Reporting / Working Relationships

Reports to the Manager, Capital Projects Unit and works in a highly interactive team environment with other Project Managers, Senior Project Managers, and the Strategic Infrastructure & Assets Unit. The role has supervisory responsibility for assigned ASO5/ASO6 Project Managers. The Senior Project Manager works in close liaison with other Units and branches within SAPOL.

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. The position is a focal point for leadership, advice and service in relation to best practice capital project and program management.

KEY OUTCOMES

- Proactive planning, initiating, managing, delivering, reporting on and reviewing capital works, facility management and asset management projects and programs.
- Ensure the delivery of fit for purpose and sustainable modern assets, to support the strategic directions of the agency.
- Contribute to high level strategic planning, supporting Business Case activity where required in line with Infrastructure SA principles and governance.
- Actively manage projects and programs to ensure best practice outcomes throughout the project lifecycle, incorporating sustainability initiatives and safety in design, ensuring delivery to agreed design specifications, to approved quality parameters, meeting end user requirements, employing effective risk management techniques, providing on time and on budget outcomes, with well documented project tracking and baseline reporting.
- 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.
- Provide strategic planning and management of capital and minor works projects, including formulating design briefs and preparing high quality project management plans, project schedules, robust budget estimates, establishing governance structures, collaborative project groups and a project communication strategy, and engagement of consultant partners as appropriate.
- Effective stakeholder consultation with end users to develop feasibility studies and concept designs, and regular communication during project phases 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.
- Obtain budget, financial, procurement and contractual approvals for assigned activities and initiatives in line with Treasurer's Instructions and SAPOL financial and contractual delegations and procurement requirements.
- Monitor and control project expenditure within approved budget allocations and providing timely advice and recommendations on cost pressures that require management.
- Ensure projects are activated and progressed in accordance with financial delegations and approvals, utilising AGFMA whole of government contractual arrangements or other approved procurement processes.
- Manage, monitor and ensure effective project controls for project scope, schedule, cash flows, budget and risks to ensure that the project meets agreed timelines and performance metrics.
- Critical problem solving for emerging issues, to ensure pragmatic, value for money solutions.
- Regular reporting on project status and performance.
- Deliver all governance documentation and milestone updates within agreed timelines.

- Identify, escalate, manage and resolve project issues and risks by working with stakeholders across project teams and the wider business.
- Support the analysis of project opportunities and sustainability initiatives including through data analysis, process analysis, and cost-benefit analysis to influence and inform decision making across the project lifecycle.
- Facilitate the coordination amongst various stakeholders across business and project teams to ensure the smooth delivery of the project.
- Lead and manage a team or workgroup (as assigned) to deliver high performing and professional outcomes, including managing staff performance and development processes and effective oversight to evaluate, monitor and ensure projects and programs are delivered in a timely manner with fit for purpose solutions and value for money thinking.
- Provide high level advice, written briefs, executive reports, business cases and strategic plans as required relating to capital, facility and asset management programs and projects, including financial expenditure and budget reporting, identification, analysis and recommendations for strategic issues and risk management strategies.
- Negotiate and resolve complex and sensitive issues with internal stakeholders, external agencies, contractors and service providers, ensuring best practice project delivery, fit for purpose solutions, value for money and high-performance outcomes for SAPOL.
- Professionally represent PASB on committees and workgroups within SAPOL and external governance structures ensuring effective communication and consultation, identification of project risks and strategic thinking for practical solutions, accurate reflection and implementation of committee/board decisions throughout active project delivery, to achieve high quality project outcomes.
- Contribute to continuous improvement in Capital Strategy and Projects Unit processes and practices, to drive improvements in SAPOL's physical assets portfolio.
- Provide leadership and expert advice to the broader Capital Works team and drive the provision of quality service in relation to project and program management.
- Manage, ensure accuracy and drive improvements in physical asset information and knowledge management systems.
- Contribute positively and actively to ensure a high performing team environment and collaborative work culture and assist with other areas of activity where appropriate.
- Undertake training, participate in multi-skilling and as new initiatives are developed, be prepared to adapt to changing work practices and ways of providing support to clients.

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

- Demonstrated high level knowledge and competence in the planning, initiation, management, delivery and review of capital works, facility management and asset related projects and programs.
- Demonstrated initiative, flexibility and problem-solving capability, with ability to lead and manage multiple major projects and complex activities concurrently at a senior level under broad direction, liaise across all levels to influence outcomes and gain support, and effectively manage the needs of multiple stakeholders.

- Experience in providing positive and effective management of high performing teams, managing performance and fostering collaboration with cross functional teams, and strong personal initiative to effectively manage workloads and competing demands.
- Proven high level and professional communication and interpersonal skills, including providing expert verbal and written advice, financial analysis and strategic project reports on complex, sensitive issues.
- Demonstrated ability to lead change within a diverse and complex organisational structure, gaining early commitment and achieving stated goals within agreed timeframes.
- Demonstrated capability in capital project and program management to identify emerging issues/risks and their implications, ability to think laterally and synthesise concepts, and propose innovative and adaptive solutions that are practical and achievable.
- High level analytical skills and ability to interpret and advise on complex sets of information including project documentation and construction drawings, including schematic diagrams, specifications, building floor plans and elevations and services drawings.
- Experience in providing significant contribution to team outcomes in a climate of continuing change, increasing the effectiveness and accountability of the team and outcomes.
- Interpersonal skills that foster teamwork and co-operation and a high level of performance. Possess a high level of emotional intelligence, an open communication style, positive attitude, and a high degree of personal integrity and credibility.

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.