Position Description

Renewal SA
Government of South Australia

Role title	Project Manager	Last reviewed	May 2024
Division	Residential Project Delivery and Assets / Property and Major Projects	Team	Varies
Reports to	Development Manager / Senior Development Manager	Classification	AS07
Direct reports	As applicable		

Role Purpose

Manage and coordinate the planning, execution, and delivery of a portfolio of projects, ensuring outcomes within scope, budget, and timelines.

Key Accountabilities

- Manage and coordinate the delivery of nominated projects to achieve the broader project vision as well as specific project goals, objectives and performance measures.
- Provide advice to assist with the development of strategies and budgets, contributing to the formulation of project business plans, to support alignment with organisational objectives and the achievement of project aims.
- Identify and mitigate project risks, proactively implementing strategies to minimise impact and to improve risk management.
- Track project progress, regularly monitoring and reporting on key performance indicators, milestones, and deliverables to stakeholders, enabling informed decision making.
- Conduct quality assurance activities to ensure project compliance with regulations and adherence to quality standards and best practices throughout the project lifecycle.
- Manage project administration and contract management activities, including contract negotiations, vendor management, and compliance with contractual obligations.
- Foster collaboration and effective communication among project team members, stakeholders, and external partners to facilitate project execution and the achievement of desired outcomes.
- Develop and implement project management methodologies and best practices to optimise project efficiency and effectiveness.
- Other duties as required.

Key Relationships

Internal	
Who	**Why**
Manager	Receive guidance and instruction, seek clarification and advice, and report on progress against work plans.
Work Team	Participate in meetings, share information, and provide input on issues. Support team members and work collaboratively to contribute to achieving team outcomes.
Direct Reports	Support, guide and manage performance.

Internal Stakeholders	Respond to queries, exchange information, and work collaboratively to resolve issues.
External	
Who	**Why**
Other Government Agencies	Establish networks and collaborative relationships across SA Government to share ideas and learnings and develop common responses to emerging issues.
External Stakeholders	Engage with relevant stakeholders to facilitate communication, provide expert advice, gather, and exchange relevant information.
Vendors/Suppliers/ Consultants	Manage contracts for quality, on-time service delivery, compliance, and performance targets.

Key Challenges

- Achieving successful project delivery while prioritising multiple project demands and balancing competing priorities, resources, and timelines.
- Negotiating and communicating with stakeholders with differing expectations while maintaining alignment with established project scope and objectives.

Qualifications and Technical Requirements

- Tertiary qualifications in project management, construction management, engineering, architecture, or a related field.

Special Conditions

- Out of hours work may be required.
- Inter/intrastate travel may be required.
- The incumbent must meet the WHS responsibilities and accountabilities as set out in the Renewal SA WHS Policy commensurate with their role. This includes ensuring that any work undertaken by or on the behalf of Renewal SA, is undertaken in accordance with the WHS Act 2012, Regulations, Codes of Practice, and internal Specifications.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997
- The role is deemed a 'Position of Trust' pursuant to the standards required in the Australian Government Protective Security Policy Framework
- A current satisfactory National Police Clearance is required and renewed as per Renewal SA's policy.

Key Capabilities

The Renewal SA Capability Framework integrates the Renewal SA Strategic Plan and the South Australian Public Sector Values to define the capabilities we need to operate effectively. Our Framework is led by four principles that are critical themes and considerations that ensure safety, personal leadership, best practice, and our communities are at the forefront as we apply our capabilities.

All the capabilities within the Renewal SA Capability Framework are relevant for all employees. The below outlined capabilities are specifically needed to successfully perform the role.

Capability Group	Capability	Level	Behaviours
Culture and Collaboration	Communicate effectively	Accomplished	• Simplify and communicate complex and technical information into understandable and approachable messages. • Apply logic and reasoning throughout messages to achieve the objective of the communication and set clear expectations. • Understand the customs of the audience and tailor the mode of the communication as well as style and tone to suit. • Use language that demonstrates detailed understanding of Renewal SA organisation and terminology.
Strategy and Growth	Make an impact	Accomplished	• Comprehensively consider the issues facing multiple stakeholder groups when evaluating problems. • Review solutions and prioritise those that deliver the maximum weighted benefits, considering multiple interlinked problems. • Detailed understanding of the outcomes of solutions and courses of action, including the negative impacts or opportunities lost. • Create reporting and processes that define both the tangible and intangible impacts of Renewal SA's strategies and operations.
Innovation and Agility	Be flexible	Intermediate	• Engage in discussion and ideation with others to consider the merit of all ideas to find the best possible outcome. • Find opportunities in your work or your team to trial new ideas and concepts. • Trial new ways of generating ideas by researching and applying new ways of creative thinking. • Encourage team to identify and discuss ways to improve the processes and systems used.
Solutions Focused	Prioritise and plan	Intermediate	• Demonstrate detailed understanding of the activities and actions required to achieve the objectives in planning activities. • Take part in the planning of team goal setting and contribute to identifying key work activities.

			• Develop schedules of the work activities, sequence and timeframes to achieve your role in the plan. • Proactively prepare updates to plans or scheduling where impacts to the work activities are forecast or expected.
People Leadership	Support our people	Intermediate	• Demonstrate empathy and vulnerability in conversations and actions to build trust. • Pay attention to conversations with individuals and others to identify impacts to wellbeing and take appropriate actions. • Monitor the workload of teams to support balance, especially in periods of high stress or time pressures. • Actively demonstrate and promote actions that teams can take that are linked to improved wellbeing.
Technical Capability	Project Delivery	Intermediate	• Manages the delivery of smaller projects, establishing project implementation outcomes and measures, against project objectives to identify and initiate corrective actions in line with best practice. • Engage in proactive communication and clarification of expectations with project leaders, teams and stakeholders to ensure effective delivery of project outcomes. • Prioritises, delegates, and coordinates project resources and activities, fostering a collaborative and inclusive work environment that inspires and motivates others. • Establishes opportunities to enhance continuous improvements, whilst engaging in risk management and quality assurance processes to ensure issues and threats to project completion are identified and responded to.

Delegate		Role occupant	
This position profile accurately outlines the expectations of the role.	☐	I have read and understood the role and expectations of me.	☐
Name		**Name**	
Title		**Signature**	

Signature			
Date	Click to enter a date.	**Date**	Click to enter a date.