

# Manager Capital Works

## STATEMENT OF DUTIES

FEBRUARY 2018

Number	971943
Portfolio	Business Operations and Support
Branch	Facility Services
Section/Unit/School	Capital Works
Supervisor	Director Facility Services
Award	Tasmanian State Service Award
Classification	General Stream Band 8
Employment Conditions	Permanent, Full-time 73.5 of hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	South

## Primary Purpose

Manage, advise and report on the implementation of the Department's approved capital works program, with a particular focus on client service, including researching, proposing and implementing improvements to related policies, procedures and systems.

## Level of Responsibility/Direction and Supervision

Responsible for the provision of timely advice and the effective delivery of the Department's approved capital works program.

Required to ensure that capital works processes and related performance and accountability project management processes are implemented, together with the management of allocated resources.

The occupant receives broad policy direction from the supervisor and is expected to exercise considerable personal judgement and initiative. There is a frequent requirement for consultation with and the provision of strategic advice to senior management

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People and Culture (P&C) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

In the delivery of the department's activities, the occupant must ensure that:

- Within the occupant's area of organisational responsibility, appropriate strategies are in place to minimise the risk of fraud; and
- Decisions and actions are made ethically and with integrity, on the basis that such is lawful and reasonable, based on an objective standard; and
- Decisions and actions promote a culture that upholds the rights of children and young people, to keep them at the centre of the Department's work and protect them from harm.

## Primary Duties

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1. Manage and support the team in implementing approved client focused capital works projects, including consultation and negotiation with key stakeholders.
2. Develop and compile regular project, management and status reports for the Executive Group, Minister's Office and Budget Committee.
3. Manage continuous improvement of related policies, procedures and systems.
4. Liaise with and provide advice and required support to internal and external stakeholders to ensure the successful implementation of capital works initiatives.
5. Represent the Department at meetings, committees and forums.
6. Manage the human, physical, financial and information resources of the Section and foster an integrated branch approach to the provision of quality capital works programs
7. Undertake project management responsibilities for capital works projects as required.

8. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
9. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

## Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

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1. Demonstrated high level experience in asset, financial and project management in a diverse and multi-disciplinary organisation.
2. Demonstrated high level leadership and project management skills, including the ability to work independently, manage competing priorities and develop consistent processes.
3. Demonstrated high level interpersonal skills with the ability to communicate with influence, negotiate persuasively, resolve conflict, develop effective networks, and facilitate meetings in order to contribute to the achievement of organisational and project outcomes; together with the ability to prepare concise and clear written correspondence and reports on complex issues.
4. High level of initiative and flexibility, with proven strategic planning, conceptual, analytical and creative skills. to achieve results in a dynamic and changing environment involving political, social and cultural sensitivities.
5. Proven leadership and management skills to drive team performance, and achieve outcomes aligned to strategies, in an environment subject to competing priorities, ambiguity and change.
6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

## Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

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### Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

### Desirable

- Relevant tertiary qualification

## Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

## Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

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**APPROVED BY P&C DELEGATE:** : 960250 – Director Human Resources – 03/18

VEM:

Date Duties and Selection Criteria Last Reviewed: 03/18 JRC

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