



Position Description – Project Manager

Position:	Project Manager
Band:	Band 7
Position Number:	
Business Unit:	Infrastructure Delivery and Environment
Directorate:	Community Infrastructure

Name of Occupant

Date Approved

Approved By

Position Objective

To coordinate planning and delivery of capital works projects across a variety of disciplines to ensure quality outcomes and best value delivery of projects that meet Council and community expectations within the budget available. The incumbent will manage projects from an idea through to maintenance handover. Typically, this position will design and/or deliver 7 to 12 small to large scale infrastructure programs each year. The allocated programs may include renewals, upgrades or new infrastructure across roads, carparks, footpaths, bridges, stormwater, buildings and/or recreation/open space improvements.

Key Responsibility Areas

The following are the key responsibility areas for the position:

- Thorough planning and design management for allocated projects to a 'shovel ready' state. This will include undertaking feasibility studies, funding applications, initial stakeholder engagement, site investigations and surveying, thinking through construction considerations, investigation of alternative options, the development of cost estimates, multi factored analysis to determine option preferences as well as managing the development of preliminary designs.
- Planning and delivering engagement for infrastructure projects. This will include stakeholder identification, the development and implementation of comprehensive engagement plans, an ability to build strong and respectful relationships across a broad range of key stakeholders,

having a strong political awareness and reporting to Council about community engagement processes.

- Managing the design, procurement, delivery, and handover of infrastructure projects. This will include design reviews with internal and external stakeholders, obtaining the necessary permits and approvals for works, managing best practice procurement processes, managing third party documentation reviews, the development of contracts in collaboration with the procurement team, site supervision during construction, managing the defects liability period through to handover as well as encouraging cross organisation involvement to ensure the project outcomes are achieved before final completion is reached.
- Managing and administering contracts. This will include having a solid understanding of fundamental contract management principles (particularly for AS4000 contracts), engaging specialist consultants and contractors, day to day contract administration in accordance with the relevant contract and performing the role of Superintendent's Representative for allocated contracts.
- Take a strong approach to contractor OHS management and environmental management to ensure compliance with Council policies, legislation, and codes of practice, as well as seeking external advice where required.
- The provision of excellent technical knowledge. This will include an understanding of the relevant infrastructure and building standards and codes, knowledge about best practice construction techniques and materials, the development of accurate cost estimates, the development of comprehensive project plans, an appreciation for options relating to procurement as well as preparing and/or clarifying engineering advice to Council, consultants, and contractors.
- Reporting. This will include drafting high quality reports for Council briefings and meetings, asset handover reporting, presentations and updates to key stakeholders, monthly Capital Works progress and financial reporting, Council Plan initiative reporting as well as work relating to meeting the requirements of related funding agreements with other levels of government.
- Budgets. Track project costs against forecasts and ensure budget reporting is timely and accurate.

Contributing towards the continuous improvement of the Infrastructure Delivery team and Community Infrastructure directorate. This will include active participation in business improvement discussions and delivering assigned activities from the annual business plan.

- Excellent customer service to both internal and external stakeholders.
- All other duties and additional tasks as directed, appropriate to the expected skills and abilities of a position at this level.

Organisational Relationships

Reports to: Coordinator Infrastructure Delivery

Supervises: From time to time, a graduate or undergraduate engineer on a day to day basis, and/or work experience students.

Internal Liaisons: Council staff

External Liaisons: Contractors, Consultants, the general public, Councillors, Utilities, other government agencies including grant funding bodies

Commitment to Culture

Baw Baw Shire Council is committed to creating a culture first environment that actively promotes and demonstrates above the line behaviours.

We will strive to be:

Optimistic – about our organisation's future and our ability to deliver quality services and projects to benefit our community.

Pragmatic – by resolving issues and making the best possible use of our time, effort, and resources.

Respectful – of ourselves, our Council and of the diverse views and perspectives of our community.

Supportive – by valuing our team members, empowering them to be successful in their roles and investing in their growth and development.

Authentic – by undertaking our work in an open, honest, and transparent manner.

Commitment to Safety

Baw Baw Shire Council has made a committed to increasing our safety performance. A high performing safety culture is created by empowering all Councillors, Employees and Volunteers to be accountable to our ThinkSAFE approach.

Our expectation is that you will **Think, Stop, Assess, Foresee and Evaluate hazards and risks** in all you do to achieve our overall goal of creating a safe work environment.

Qualifications and Experience

The qualifications and experience required for the position include:

- A tertiary qualification in Engineering, Construction Management, Architecture, or other relevant discipline
- Six years or more of relevant experience in managing complex infrastructure projects
- A current Victorian driver's licence
- A satisfactory Criminal Record Check

Key Selection Criteria

1. Qualifications and experience as above.
2. Relevant technical expertise.
3. Demonstrated contract management ability.
4. Strong communication and stakeholder management skills.
5. Sound computer skills using MS Office, Microsoft Project and drafting packages.
6. Demonstrated commitment and ability to work collaboratively within a team.

Accountability and Extent of Authority

The position's accountability and extent of authority will be as follows:

- Managing the procurement and contract management of contractors and consultants.
- Ensuring work is completed within agreed time frames, within budget and to the quality required.
- Accountable for ensuring that an appropriate engineering standard is maintained in design and construction.
- Ensure safe work practices through thorough OHS management.
- Accountable for leading best practice community consultation and stakeholder engagement in accordance with the IAP2 Public Participation Spectrum.
- Accountable for writing high quality reports and providing good customer service.
- Accountable for ensuring all records and files are appropriately stored and maintained with up to date information.
- Freedom to provide specialist advice to the public subject to regulations and policies, and regular supervision and reviews.
- Input into policy development within area of expertise
- Approval from the supervisor is required for changes to established standards, procedures, and project priorities.

Judgement and Decision Making

Judgement and decision-making skills required for the role include:

- Make decisions based on sound engineering practices, process or precedent and using technical knowledge with little supervision.
- Sound analytical and independent judgement is required.
- Be able to undertake given duties with minimum supervision producing work of a high standard within a given time frame and to a given budget.
- Work as part of a team promoting good public relations and genuine engagement.
- Assist to maintain and improve a safe and healthy working environment by following JSAs and organisational policies, acting safely at all times as well as ensuring contractors have appropriate OHS systems in place appropriate for the work being undertaken.
- Contribute and support policy and procedure development within area of expertise.

Specialist Skills & Knowledge

The skills and knowledge required to perform the duties of the position include:

- Technical knowledge enabling the design and construction of fit for purpose buildings and facilities as well as other Council related infrastructure.
- Technical knowledge and basic skills relating to engineering survey.
- Expert knowledge of best practice community consultation and stakeholder engagement in accordance with the IAP2 Public Participation Spectrum.
- Understanding and knowledge of how to develop contracts.
- Understanding and knowledge of best practice project management.
- Understanding of how public authorities and other key stakeholders can influence project delivery.
- Knowledge of relevant infrastructure standards and codes.
- Knowledge and understanding of general legal principles and how they apply to day to day situations.
- A good understanding and awareness of the political environment.

- All employees in this Band require an understanding of the function of the position within its organisational context, including relevant policies, regulations, and precedents.

Management Skills

The required management skills include:

- Planning, managing, and prioritising one's own work to ensure that tasks and projects are completed on time.

Interpersonal Skills

The required interpersonal skills include:

- The position requires the ability to develop strong working relationships with the above mentioned internal and external liaisons.
- Influencing skills in order to achieve positive community outcomes when liaising with key internal and external stakeholders.
- Well-developed written and verbal communication skills.
- Ability to work collaboratively with other staff members and perform well in a team environment.
- Collaborative, supportive, and professional approach to interacting with the community and colleagues at all times.

ACCEPTED for and on behalf of the **EMPLOYEE**

[acceptance_status]

Acceptance of Employee

[candidate_name]

Name of Employee

[acceptance_date]

Date