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| **Position Description** | CB_LogoW transparent |

**Project Manager – Building & Civil Construction**

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| **Division** | **City Services and Assets** |
| **Section** | **Major Projects** |
| **Location** | **Drummoyne** |
| **Position Code** | **CB0445** |
| **Date position description approved** | **August 2018 (Reviewed May 2021)** |

1. **Objectives of Position**
   1. To be responsible for the delivery of building and infrastructure projects
   2. To ensure that Council building and infrastructure projects are managed in a way that maximises the benefit to Council, the community and facility end users.
   3. To undertake all aspects of project management and planning to ensure that the required project timeframes, building quality and budgetary constraints are met.
   4. To liaise with internal and external stakeholders to effectively plan and implement the projects according to their needs and requirements.
2. **Key Accountabilities**
   1. **Technical / Operational**
      1. Responsible for planning and design of building and infrastructure projects including managing all approvals required, concept designs, investigations, feasibility reports, DA applications, procurement of consultants and contractors, preparation of contract and project documentation, cost planning, , communicating & engaging with all stakeholders, administering Project control groups and providing reports and communications as required.
      2. Act as the key contact in implementing projects by supervising contractors/consultants; acting as Site Manager, ensuring WH&S is adhered to by all stakeholders, audit and review quality and compliance, manage the program by including any changes and managing the budgets/costs.
      3. Audit and review quality and compliance.
      4. Oversee the preparation and evaluation of all necessary specifications and tender documentation for all allocated building and infrastructure projects.
      5. Manage project risk including assessing and reporting on all risks/issues and implementing risk mitigation strategies and plans.
   2. **Financial**
      1. Develop, manage and review allocated project budgets to ensure cost effectiveness, achievement of budget targets, delivery of savings and innovations where possible, and accurate and timely reporting of budget performance.
      2. Complete relevant reports on a monthly basis or as required by the Manager or Director.
      3. Work closely with the Manager and Director with regard to budget status and any changes or adjustments that need to be made to project budgets.
      4. Manage all grant funding agreements, including submission of milestone and final reports, as required.
   3. **Communication, Consultation & Engagement**
      1. Communicate with all necessary stakeholders and ensure adherence to community engagement/consultation processes
      2. Develop and maintain effective communication processes that ensure that all stakeholders in the projects are well informed of project progress and outcomes
      3. Proactively work with internal stakeholders to achieve desired outcomes.
   4. **General**
      1. Comply with the operational responsibilities unique to the position as outlined in the attached schedule.
      2. Collaborate and communicate with staff within the organisation to create an enthusiastic and motivated atmosphere where everyone works with a sense of urgency.
      3. Proactively support management in the process of service competiveness and the achievement of objectives by proactively working to identify process, policy and operation improvements.
      4. Carry out additional tasks within your skills set related to project management as assigned by your Manager and Director

**3. Position/Department Structure**

**4. Essential Knowledge, Skills and Experience (Essential Criteria)**

* 1. Degree qualifications in Project Management, Engineering, Construction Management, architecture or other similar qualification
  2. Significant experience in the delivery/managing of building projects including the ability to lead and manage a project management team.
  3. Significant knowledge of design and construction for buildings and associated structures.
  4. Demonstrated financial management and budgetary experience.
  5. Comprehensive knowledge of legislative and regulatory frameworks relevant to project management of buildings and structures within a local government context.
  6. Ability to work strategically and collaboratively across departments.
  7. Demonstrated ability to work under pressure and achieve deadlines.
  8. Excellent interpersonal skills demonstrated by the ability to manage various internal and external stakeholders, resolve conflicts and negotiate appropriate outcomes.
  9. Demonstrated skills in complex problem solving, lateral thinking and the delivery of innovative solutions.
  10. Knowledge of contemporary management practices, staff management, performance management, staff development, change management and quality management systems.
  11. Excellent ability to communicate effectively, both verbally and in writing.
  12. Excellent presentation and negotiation skills.
  13. Current C class drivers licence.
  14. Current Work Cover Construction Induction card (White Card).

**5. Desirable Knowledge, Skills and Experience (Desirable Criteria)**

* 1. A demonstrated understanding of the current political, economic and social issues and future challenges in Local Government.

**6. Agreement**

We the undersigned agree that the position description and competencies contained herein are accepted as appropriate for the performance of this position.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appointed employee

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor / Manager

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director

**SCHEDULE OF OPERATIONAL RESPONSIBILITIES**

1. **Work, Health & Safety Responsibilities**
   1. **Worker**

A worker’s responsibilities include, but are not limited to:

* + 1. Taking reasonable care for his/her own health and safety.
    2. Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of others.
    3. Compliance, so far as the worker is reasonably able with any reasonable instructions that are given by Council or a Person Conducting a Business or Undertaking (PCBUs) for City of Canada Bay where applicable.
    4. Cooperating with any reasonable policy or procedure of the City of Canada Bay or PCBUs working at or for City of Canada Bay or where applicable at the workplace that has been notified to workers.
    5. Reporting all incidents, hazards and near misses to their direct supervisor.
    6. Actively participating in injury management and rehabilitation programs.
    7. Using Personal Protective Equipment (PPE) where required and in accordance with the manufacturer’s instructions.
    8. Maintaining all tickets, licences, operative training etc, required for the job either by legislation or through Council’s or a PCBU’s policies and procedures and advise Team Leaders of any change to these.
    9. Attending all specified training and induction courses.
    10. Contributing to workplace practice and procedure reviews.
    11. Advising Team Leaders/Coordinators of any WHS issue that they believe should be addressed in the workplace.
    12. Ensuring all hazards identified are reported to their immediate supervisor and appropriate forms completed.
    13. Participating in workplace inspections.
    14. Ensuring appropriate supervisory staff are advised of any person who is not engaging or complying with safe work practices or Council policies and procedures.
  1. **Coordinator/Supervisor**

In addition to the responsibilities of a worker, a Coordinator’s/Supervisor’s responsibilities also include, but are not limited to:

* + 1. Providing advice to the Manager on WHS issues.
    2. Organise prompt provision of first aid or medical attention for injured workers when required.
    3. Ensure incidents and injuries are recorded in the Incident Injury Reporting book within 48 hours of the incident occurring.
    4. Ensure all incidents and hazards are investigated and remedial actions are initiated in their area of responsibility.
    5. Report incidents and accidents to the RAW Coordinator and if serious in nature, to the WHS Coordinator.
    6. Cooperate with the WHS Coordinator in any incident or accident investigation that may be required.
    7. Providing alternative duties/employment for injured workers as an integral part of the return to work process.
    8. Consulting with workers and other stakeholders to ensure the Injury Management Program and Rehabilitation Program operate effectively.
    9. Including safety training and equipment in budgets.
    10. Ensuring the staff under your area of responsibility hold and maintain all tickets, licences, operative training etc required for their job by legislation or through the organisation’s policy/procedures, and ensure a record of certification is maintained.
    11. Ensuring all workers have attended relevant induction and essential safety courses.
    12. Monitoring the use of Personal Protective Equipment (PPE) in accordance with Council’s policies.
    13. Undertaking workplace inspections in accordance with the City of Canada Bay’s policies and corrective action taken if required.
    14. Ensuring purchases comply with the City of Canada Bay’s requisition procedures and purchasing policy.
    15. Maintaining awareness of legislation which regulates activities you are responsible for.
    16. Advising managers of any person who is not engaging or complying with safe work practices or the organisation’s policies and procedures.
    17. Ensuring hazards identified are investigated, assessed and remedial actions adopted to eliminate or control risks.
    18. Ensuring all measures (including procedures and equipment) that are adopted to eliminate or control risks to health and safety are properly used and maintained.
    19. Ensuring workers are supervised by a competent person.
    20. Ensuring amenities are maintained in a safe and healthy condition at all times.
  1. **Manager**

In addition to the responsibilities of a worker, this position is also responsible, as a Manager, for:

* + 1. Advising the Executive of WHS issues.
    2. Organise prompt provision of first aid or medical attention for injured workers when required.
    3. Ensure incidents and injuries are recorded in the Incident Injury Reporting book within 48 hours of the incident occurring.
    4. Ensure all incidents and hazards are investigated and remedial actions are initiated in their area of responsibility.
    5. Report incidents and accidents to the RAW Coordinator and if serious in nature, to the WHS Coordinator.
    6. Cooperate with the WHS Coordinator in any incident or accident investigation that may be required.
    7. Providing alternative duties/employment for injured workers as an integral part of the return to work process.
    8. Ensuring all workers attend appropriate induction courses/programs and that all such training is fully documented.
    9. The inclusion of health and safety requirements, including safety training and equipment in budgets.
    10. Performing the required workplace inspections and audits as per the City of Canada Bay’s policies, and ensuring required remedial action is completed and recorded.
    11. Ensuring that all equipment purchased meets the City of Canada Bay’s WHS requirements and is maintained and inspected in accordance with designers, manufacturers and suppliers, recommendations or Council’s policies and procedures.
    12. Performing on the job inspections to ensure compliance with working procedures for safe working practices.
    13. Ensuring all Job Plans and Position Specifications include responsibilities under the City of Canada Bay’s WHS policy.
    14. Ensuring safe work method statements are developed and implemented in consultation with relevant personnel for tasks that are identified as high risk tasks.
    15. Effective procedures are in place, and are implemented, to identify hazards.
    16. All required work activities have a corresponding Safe Work Method Statement (SWMS) which are provided to workers and PCBUs undertaking the work activity.
    17. Programs are in place for issue, use and maintenance of Personal Protective Equipment (PPE).
    18. Appropriate amenities are available for all workers and PCBUs whilst they are in the workplace.
    19. That documents used in relation to the WHS Risk Management System are retained in a secure environment.

1. **Workplace Behaviour Standards and Expectations**
   1. **Employees’ Responsibilities**
      1. In addition to complying with Equal Employment Opportunity (EEO) legislation and Council’s Workplace Behaviour Standards and Expectations Policy employees are responsible for:
      2. Embracing diversity and supporting inclusive workplaces
      3. Recognising different styles and perspectives
      4. Contributing to open communication and information sharing
      5. taking seriously any incidents of bullying or harassment for themselves and other employees and reporting them promptly

In addition to the responsibilities of an employee, this position is also responsible, as a Manager, for:

* 1. **Managers’ Responsibilities**
     1. In addition to complying with Equal Employment Opportunity (EEO) legislation and Council’s Workplace Behaviour Standards and Expectations Policy managers are responsible for: promoting open communication, sharing information
     2. Not diminishing or seeking to excuse reported instances of harassment or bullying
     3. Providing constructive, regular, reasonable performance guidance
     4. Embracing diversity and supporting an inclusive workplace
     5. Recognising and appreciating different working styles and perspectives
     6. Allocating duties fairly, setting clear expectations and realistic deadlines
     7. Monitoring potential for and acting promptly on, bullying or harassing behaviour

1. **Sustainability Responsibilities**

Contribute to Council’s environmental sustainability objectives and targets through active participation and compliance with Councils policies & procedures.

1. **Record Keeping Responsibilities**

Comply with Council’s Records Management Policy and the State Records Act 1998.

1. **Designated Person Classification**

This position is not classified as a "designated position" under section 449 of the Local Government Act 1993 and is therefore not required to complete a 'Disclosures by Councillors and Designated Persons Return'.

**or**

This position is classified as a "designated position" under section 449 of the Local Government Act 1993. As such a 'Disclosures by Councillors and Designated Persons Return' will need to be completed annually which discloses pecuniary interests and other matters as prescribed by Part 8 of the Local Government (General) Regulation 2005.

1. **Code of Conduct Obligations**

Comply with the requirements of Council’s Code of Conduct.

1. **Delegations**

Delegations for the position are listed in the Register of Delegations and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

1. **Organisation Values**

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| **Value** | **Value Statements** |
| **We act with integrity** | We are accountable to ourselves and our community.  We are honest, fair and ethical in all we do.  We are clear and transparent in our actions.  We do what we say we will. |
| **We empower our people** | We invest in our people and build leaders.  We encourage our people to be decision makers and to take action.  We take ownership of our actions.  We are approachable and lead by example. |
| **We are respectful** | We listen to each other with an open mind.  We build relationships on mutual respect.  We are open, honest and constructive in our communication.  We are inclusive and embrace diversity.  We will respond to our community in a timely and responsible manner. |
| **We work together** | We care about each other and about our community.  We are committed to building and maintaining a safe environment for our people.  We support our people to perform at their best and celebrate achievements.  We collaborate to get the best out of each other.  We work with our community to build a better future. |
| **We innovate** | We encourage and value ideas that will improve services for our community.  We are creative problem solvers and are committed to creative thinking.  We will be better tomorrow than we are today, building on past success.  We continuously improve and challenge ourselves to deliver better outcomes. |

1. **Acknowledgement**

I have read and understood, and agree to comply with, the Operational Responsibilities as outlined above:

Initialled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appointed employee

Initialled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor/Manager

Initialled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director