



## POSITION DESCRIPTION

POSITION DETAILS			
<b>Position Title:</b>	Project Manager		
<b>Position Number:</b>	23	<b>Standard Position Hours:</b>	35 Hours
<b>Directorate:</b>	Works and Infrastructure	<b>Unit:</b>	Infrastructure Management
<b>Salary Grade:</b>	9	<b>Award Band and Level:</b>	Band 3 Level 2
<b>Position Reports to:</b>	Principal Engineer – Design and Project Management		
<b>Staff Management:</b>	Nil		
<b>Budget Responsibility:</b>	Nil		
<b>Date Created:</b>	3 June 2019	<b>Date Last Reviewed:</b>	5 July 2019
<b>Version:</b>	1	<b>Document Number:</b>	DOC2019/063980

### ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 400 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

### ORGANISATIONAL CONTEXT OF POSITION

The Works and Infrastructure Services directorate manages services associated with the following functions within Cessnock City Council;

- Works and Operations
- Infrastructure Management
- Open Space and Community Facilities
- Waste and Environment Services

The Infrastructure Unit is responsible for the long term strategic planning, and asset management functions relating to the provision of Council's public infrastructure, including the identification, prioritisation and budget allocation for all capital works. The unit works closely with other Units within the Directorate, which are responsible for delivery, operation and maintenance of assets. The Infrastructure Unit consists to the following teams:

- Environmental Infrastructure
- Roads Infrastructure
- Traffic and Transport Infrastructure
- Design & Project Management

### WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is level Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WSH RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

## PRIMARY OBJECTIVE

The primary objective of this position is to provide professional project management for the delivery of Council's civil and environmental infrastructure (including stormwater drainage, bridges and culverts), roads, and traffic and transport facilities.

The position provides mentoring and professional advice to other engineers within the Infrastructure Unit.

## KEY ACCOUNTABILITIES

1. Provide effective **mentoring** across the Infrastructure Unit, including;
  - providing professional guidance,
  - providing project management, contract administration, and construction management and surveillance advice,
  - assisting with the development of team goals and priorities to ensure that team and organisational outcomes are achieved in an effective and efficient manner, and
  - contributing to a constructive and customer focussed team environment.
2. Provide **Project Management** services for the design and construction of civil infrastructure including management of the ten knowledge areas of the Project Management Body of Knowledge: project integration, scope, time, cost, quality, human resources, communication, risk, procurement, and stakeholders.
3. Use, maintain, and further develop Cessnock City Council's **Project Management Framework** for the delivery of infrastructure as well as non-build projects, promoting professional project governance to the organisation.
4. Provide **civil engineering services** including the planning, investigation, design, documentation, and procurement of civil engineering infrastructure works to meet current statutory, Australian Standard, and industry best practice design and construction standards to meet briefed parameters, site constraints, budget limitations and timeframes. Peer review and critique engineering designs, calculations, documents, and cost estimates prepared by colleagues and external consultants.
5. Manage **project finances and timeframes** by preparing and monitoring project budgets, quantities and rates, cost estimates, expenditure and cash flows, and project programmes.
6. Undertake and guide **procurement** activities, including quotations, tendering and contract administration for the provision of specialist investigations, design, documentation, and construction of simple and complex municipal infrastructure projects.
7. Assist with the attraction and administration of Natural Disaster Relief and other available **grant funding**.
8. Provide **safety and risk management** for the delivery of Capital Works.
9. Identify and meet **statutory functions** relating to the provision of Council's civil infrastructure, including safety, environmental, planning, and accessibility requirements.
10. Prepare professional **reports and presentations** for internal consideration, community engagement, project control groups, committees, and/or for submission/briefing to Council.
11. Manage project **communications and engagement** with community, internal and external stakeholders, statutory bodies, public utilities, property owners, and funding bodies, facilitating project control groups, obtaining approvals, providing notices, and advertising.
12. Deal courteously and promptly with **Councillor and community requests** through Council's CRM system, and with internal and external stakeholders through Council's Electronic Data Management System.
13. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

## POSITION SELECTION CRITERIA

### Essential

1. Degree in Civil Engineering or other relevant field with relevant experience in civil engineering with particular emphasis on civil works and Project Management.
2. Minimum five years demonstrated extensive experience in project management of simple and complex municipal infrastructure projects and use of recognised Project Management methodologies.
3. Sound working knowledge and understanding of the statutory requirements for design and construction of municipal infrastructure including:
  - Environmental Planning and Assessment Act 1997,
  - Local Government Act 1993,
  - Roads Act 1993, and
  - Civil Liabilities Act 2005.
4. Demonstrated strong skills and experience in professional methods and standards of investigation, design, documentation and construction in accordance with Roads and Maritime Services, Austroads, and Australian Rainfall and Runoff, for delivery of municipal infrastructure including roads, bridges, footpaths/cycle ways, and storm water drainage in urban and rural environments.
5. Demonstrated highly developed skills and experience in the procurement and management of consultancies and construction including preparation of request documents, tendering, contract administration and construction monitoring/surveillance.
6. Demonstrated sound working knowledge of Australian Standards, Austroads and other standards and guidelines relevant to the design and delivery of municipal infrastructure.
7. Demonstrated experience in mentoring engineers, including highly developed interpersonal skills and the ability to foster a cohesive and positive team environment.
8. Demonstrated highly developed written and verbal communications skills including the ability to write complex reports, and communicate with and influence a range of internal and external stakeholders, negotiate outcomes, and resolve conflict in a political environment.
9. Highly developed computer skills with demonstrated competence in the use of Microsoft Office, Microsoft Project, CAD systems, financial applications, electronic document management systems, customer request tracking systems, computer based Land Information System, and other software/databases programs relevant to the position.
10. Current Class C NSW drivers licence.

### Highly Desirable

1. Qualifications in Project Management, or other related discipline.
2. Previous experience in State government, local government or relevant public authority.
3. Demonstrated ability to undertake a leadership and management role of a team of professionals.
4. Familiarity with design software including 12D, Drains, and AutoCAD/Civil CAD.