

# Role Description

## Project Programmer



<b>Title</b>	Project Programmer
<b>Classification/Grade/Band</b>	Band 2 / Level 3
<b>Group/Unit/Section</b>	Water and Sewer / Assets and Projects / Asset Delivery
<b>Reports to</b>	Project Controls Manager

### Vision

A vibrant organisation doing great things.

### Purpose

To provide valuable services that strengthen and support the Central Coast Community.

### Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best, Be Positive and Be Safe. All employees have a responsibility to uphold and champion these values.

### Primary Role Statement

In contributing to the overarching vision and purpose, the role of Project Programmer is responsible for providing key updates to management regarding project programs, status and impacts across the Water and Sewer project portfolio. The Project Programmer will schedule works across all stages of project lifecycles and support breakdown structures, resource, cost and budget plans while maintaining subproject plans and dependencies with new information as projects progress.

The position of Project Programmer is required to provide quality customer service and create value for the community.



## Key Duties and Responsibilities

- Support the Project Controls Manager in the development, implementation and management of the CAPEX project portfolio in accordance with the Project Management Framework;
- Develop and maintain master project plans, including sub project plans, for monitoring and tracking requirements across the portfolio. This includes communication of content, modifications and presentation of project schedules;
- Maintaining records and identification of work performed or not performed as scheduled. Continual evaluation of construction progress including provision and facilitation of regular schedule updates to management and project stakeholders;
- Provide technical advice and assist with identification and communication of project risks including bottleneck analysis, trends and critical path progression and develop mitigation plans to address and rectify risks throughout the project lifecycle;
- Contribute to the development and utilisation of procedures and working schedules for estimating, prior to gate submissions, which sufficiently illustrate the sequence of work activities and contract duration;
- Ensure the full project scope requirements are incorporated into project schedules and budgets across the portfolio;
- Assist Project Managers in creating and utilising short term schedules and assist with formulating sequence of actions to correct scheduling issues;
- Support stakeholders in utilising agreed scheduling software and procedures, providing training as required;
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

## Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;



- Policy and procedures are readily available but the Project Programmer is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction;
- Decisions affect the work and activities of others within the section or from a specific project team;
- The work of the Project Programmer influences the external environment by ensuring services are consistent with Council standards;
- The Project Programmer complies with operational requirements in cooperation with or under the supervision of other employees. Other employees or members of the public may be affected by the employee's acts or omissions;
- Identifies requirements as an input to budget development;
- Monitor budgetary spending within work area, against pre- determined targets. Weigh up options on a cost basis in order to make recommendations and continuously look for greater efficiency within work area.

### **Personal Attributes**

- Be adaptable, flexible and focused when dealing with change;
- Represent Council honestly, ethically, professionally and lead by example;
- Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
- Be responsive to the input of others and works to understand their perspectives.

### **Interpersonal Skills**

- Listen to others and asks appropriate, respectful questions and adapts behaviour accordingly;
- Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers' needs;



- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
- Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.

### **Business Enablers and Technical Skills**

- Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
- Understand the team/ unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
- Identify issues that may impact on task completion and provides appropriate solutions;
- Understand delegations and act within authority levels;
- Exercise fiscally responsible behaviour and remain up to date with financial delegation processes;
- Support system improvement initiatives and embrace new technologies;
- Purchase under delegation and comply with procedures;
- Understand project goals, action tasks and expected outcomes and identify and escalate project variances.

### **Team Work**

- Recognise and acknowledge individual/ team performance;
- Monitor and use resources responsibly to achieve team objectives;
- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.



## QUALIFICATIONS

### Essential

- Vocational qualification in Project Management or related field OR demonstrated solid contemporary experience in a similar role, combined with ongoing professional development;
- Current Class C Driver's Licence;
- General Construction Induction Card – NSW SafeWork or equivalent.

## EXPERIENCE

- Extensive experience scheduling work across the full scope of large scale projects;
- Demonstrated knowledge of project schedule systems (Microsoft Project), principles and practices, preferably within Local Government or Water industry;
- Demonstrated ability to build and maintain accurate construction schedules with multiple stakeholders;
- Demonstrated experience managing multiple project schedules and consolidating multiple schedules into a master scope of works;
- Demonstrated ability to communicate in a clear and respectful manner across a variety of forums and with multiple stakeholders;
- High level of attention to details, experience working towards multiple deadlines and shifting priorities.

## Key Relationships

Internal	External
Leadership Team	Community
Unit Managers	State and Federal Government Agencies
Council employees	Industry representatives and associations
	Unions
	Vendors



