

Role Description

Water and Sewer Project Manager



Title	Water and Sewer Project Manager
Classification/Grade/Band	Band 3 Level 3
Group/Unit/Section	Water and Sewer (all units)

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 Safe and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the Water and Sewer Project Manager leads project teams that deliver service and infrastructure projects and is responsible for assisting employees and management to align strategic, operational and organisational objectives in designated business units. This will be achieved through managing project teams that deliver service and infrastructure projects, in order to achieve the desired social, economic and environmental outcomes for Central Coast Council (CCC).

The Water and Sewer Project Manager is required to provide quality customer service and creating value for the community.

Key Duties and Responsibilities

- Direct responsibility for management and delivery of a wide range of projects including capital works and operational projects;



- Provide leadership, direction and management for a team of up to five staff responsible for the day to day requirements of Council's Water and Sewer projects and/or functions, ensuring coordination and collaboration with other teams and units as required;
- Accurately deliver project feasibility, estimates, investigation and design services;
- Provide contract management including the full range of contracting functions such as preparation, tendering, tender evaluation, management of contractors and consultants, project handover, overseeing implementation and defects liability management;
- Develop project plans for the delivery of each project including defining projects, developing work breakdown structures, defining and procuring specialist resources and overseeing implementation;
- During contract implementation, perform the role of the Superintendent's Representative, incorporating administrative and legal requirements;
- Coordinate project managers, professional, technical and support officers and work teams to deliver projects;
- Ensure effective and meaningful consultation and liaison occurs with both internal and external stakeholders to determine service level agreements for projects and to ensure that any issues are dealt with in an appropriate and timely manner;
- Perform any other duties, tasks or projects the employer may assign to you, having regard for your 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;
- The Water and Sewer Project Manager may work away from Council premises and is required to make autonomous decisions usually influenced only by Council policy, the situation and relevant legislative framework. Independent action is required;
- Decisions affect the work and activities across a major function or a number of Units;



- The work of the Water and Sewer Project Manager influences the community within a specified service line through the application of technical skill or application of regulatory requirements;
- The Water and Sewer Project Manager is accountable/liable for the actions of others with any consequences (including legal) being borne by the individual, and/or is responsible for the overall development and maintenance of safety and other standards;
- Develops a complete budget for a section or a specific project. Responsible for costing resources/time/people and materials;
- Review financial targets for section and forecast costs and commitments. Achieve results through the development of cost and revenue targets and active management of expenditure for section. Use procedures such as benchmarking to monitor cost effectiveness.

Personal Attributes

- Give frank and honest feedback/ advice and seek to listen and understand when ideas are challenged;
- Represent the organisation honestly, ethically and professionally and encourage others to do so;
- Demonstrate a high level of personal motivation, take opportunities to learn new skills, develop strengths and examine and reflect on own performance;
- Support initiatives that create an environment where diversity is valued.

Interpersonal Skills

- Write fluently in a range of styles and formats and tailor communication to the audience;
- Identify customer service needs, understand customer perspectives and implement responsive solutions;
- Build cooperation and overcome barriers to information sharing and communication across teams / units;
- Lead and facilitate productive discussions with staff and stakeholders, encouraging others to talk, share and debate ideas.



Business Enablers and Technical Skills

- Provide guidance, coaching and engage staff in change process and recognise cultural barriers that undermine change;
- Use expertise and seek others assistance to achieve work outcomes;
- Ensure current work plans and activities support and are consistent with organisational change initiatives;
- Research and analyse information, identify interrelationships and make recommendations based on relevant evidence;
- Ensure that actions of self and others are focused on achieving organisational outcomes;
- Take account of financial implications and return on investment when planning financial transactions;
- Support compliance with records, information and knowledge management requirements of the organisation;
- Be aware of procurement and contract management risks and actions to mitigate these;
- Evaluate progress and identify improvements for future projects.

Team Work / Leadership and Management

- Ensure team objectives achieve business outcomes that align with organisational policies;
- Plan and monitor resource allocation effectively to achieve team objectives;
- Provide timely feedback to staff and address and resolve performance issues that impact on team outcomes;
- Promote a sense of purpose by ensuring the team understands the performance outcomes and the strategic direction of the business;
- Monitor and communicate performance standards to desired outcomes;
- Provide guidance, coaching and engage staff in change process and recognise cultural barriers that undermine change.



Qualifications

- Bachelor Degree in Engineering, Construction Management, 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;
- Valid Construction General Induction card - NSW SafeWork or equivalent.

Desirable

- Post-graduate qualifications in contract or project management or related field.

Experience

- Demonstrated, relevant experience in a project management focused role;
- Previous experience in the successful delivery of a range of infrastructure and/or service projects;
- Previous experience and skills in motivating, leading and supporting employees and coordinating the activities of a multi-disciplinary team to achieve outcomes;
- Local Government working experience with a knowledge of the Local Government Act and other relevant legislation;
- Project Management experience in projects of significant complexity with a political environment with differing stakeholders;
- Previous exposure to multi-disciplinary projects.

Key Relationships

Internal	External
Unit Managers / ELT	Consultants, solicitors and other professionals
Section Managers /Team Leaders	State and Federal Government Agencies
Other Council employees (not including direct reports)	Local Business



