

Position Description

Position Title:	Project Manager
Directorate:	Infrastructure & Property
Service Unit:	Assets & Projects
Salary Point:	16
Position Reports To:	Project Management Coordinator
Staff Management:	Nil Direct Reports
Budget Responsibility:	Nil
Date PD Reviewed:	November 2019

Organisation Context of Position

City of Newcastle (CN) employs over 900 staff and is responsible for a local government area of 187km². Newcastle has a population of 148,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, City of Newcastle has a variety of locations across the City and encompasses 5 Directorates:

- Governance
- Strategy and Engagement
- People and Culture
- Infrastructure and Property
- City Wide Services

The purpose of the Infrastructure & Property Directorate is to:

- Ensure whole of life planning and maintenance of CN's built, physical and natural assets including infrastructure, plant and fleet assets.
- Manage the delivery of civil works and environmental projects across the LGA.
- Provide contract management services to CN, including the management of relevant works and services delivered by external providers, as well as leasing & property management.
- Provide services that improve presentation of the city, including city greening, graffiti removal and street cleaning.

The Service Elements that form the Infrastructure & Property Directorate are:

- Depot Operations
- Assets & Projects
- Civil Construction & Maintenance
- Property & Facilities

Workplace Health & Safety

WHS RAA Level	6
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For specific WHS Responsibilities, Authorities & Accountabilities applicable to this position, the position holder will refer to the WHS Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WHS Responsibilities, Authorities & Accountabilities.

Position Responsibilities

- Manage significant engineering, architectural, or environmental projects from inception through to completion with appropriate consideration to commercial, environmental and technical aspects, achieved through leadership, direction and control of both internal and external resources.
- Assess the feasibility of significant infrastructure developments or asset management projects and develop innovative solutions for successful project delivery.
- Prepare contract documentation for significant infrastructure developments or asset management projects.
- Facilitate the provision of professional architectural, engineering, building, construction and project management services and advice.
- Deliver significant projects requiring initiative and leadership to achieve project objectives in a timely manner, within agreed budgets.
- Develop cost-effective project solutions which demonstrate the principles of ecological sustainability.
- Ensure CN WHS and Environmental policies and / or procedures are applied in relation to management of projects, contractor management and related teams.
- Contribute within a team environment that encourages safety, innovation and continuous improvement.
- Establish and maintain productive working relationships with relevant stakeholders.
- Carry out work in a manner that meets the expectations of CN's CREW ideals of Cooperation, Respect, Excellence and Wellbeing.
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.

Position Selection Criteria

Essential

1. Degree level qualifications in Construction Management, Engineering, Building Science, Architecture, or related technical discipline.
2. Demonstrated experience in all aspects of project management including risk management, consultant management and contract management in a position accountable for the timely and cost-effective delivery of outcomes for complex projects requiring coordination of input from several professional disciplines and / or expert sources.
3. Demonstrated competencies in risk assessment, design development, cost estimating, producing technical specifications and contract documentation, contract administration and of WHS systems.
4. Ability to take responsibility for the implementation of projects which may be high profile, complex or political in nature.
5. Ability to use computer applications relevant to project management activities (e.g. Microsoft Project, Excel).
6. High level of written and oral communication skills, including the ability to produce clear, concise reports.
7. Ability to interact with all levels of staff and utilise influence and negotiation skills to achieve desired outcome.
8. Class C Driver's Licence and White Card.

Desirable

1. Working knowledge of the tendering regulations within the Local Government Act, including a thorough understanding of probity requirements relating to procurement and disposal projects.
2. Working knowledge of development approval processes, EP&A Act, Heritage Act, heritage conservation issues and the Building Code of Australia.
3. Knowledge of asset management principles and techniques.