

Position Description

Position title:	Project Manager
Directorate:	City Wide Services
Service Unit:	Waste Services
Reports to:	Strategy and Systems Program Manager
Direct reports:	Nil
Salary point:	15
Work location:	Summerhill Waste Management Centre
Date revised:	March 2020

What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of ***creating a smart, liveable and sustainable global city***. We are proud to deliver services valued by our community. People come first at the City of Newcastle (CN), which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

What's it like working in Waste Services?

The Waste Services Service Unit is committed to providing waste minimisation and recycling solutions and ensuring the long-term sustainability of our waste management operations. The unit manages a variety of key service elements including kerbside collection, public place waste collection, landfill operations, education and engagement, administration and accounts, environmental management and business development. Customer service and responsiveness as well as a team culture that is performance based and promotes continuous improvement are fundamental in delivering on these elements and servicing our community.

What's the focus of this position?

Waste Services have a program of minor and environmental compliance/improvement projects to deliver which are a back log of projects from previous incidents and audits. The focus of this position for the duration of the two (2) year term is to deliver the program of minor and environmental compliance/improvement projects. The position will deliver projects within CN's project management framework and will have close collaboration with the Project Management Team in CN's Infrastructure and Property Directorate.

What you'll be doing:

- Manage a program of minor engineering, commercial 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 minor infrastructure developments, commercial, environmental and asset management projects and develop innovative solutions for successful project delivery.
- Prepare contract documentation for infrastructure developments, commercial, environmental and asset management projects.
- Facilitate the provision of professional, engineering, commercial, environmental, building, construction and project management services and advice.
- Deliver a program of minor projects from a program perspective requiring initiative and leadership to achieve project objectives in a timely manner, within agreed budgets.
- Develop cost-effective program and 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 Values 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.

The essentials you'll need:

- Degree level qualifications in Project Management, Construction Management, Engineering, Building Science, Environmental Science/Engineering or a related technical discipline.
- Extensive 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 a program of critical minor projects, in a timely manner requiring coordination of input from several professional disciplines and / or expert sources.
- A high level of experience and competence in scoping and interpreting detailed specialised environmental investigations.
- Demonstrated competencies in risk assessment, design development, cost estimating, producing technical specifications and contract documentation, contract administration and of WHS systems.
- Ability to take responsibility for the implementation of projects which may have significant legal penalties if not delivered on time, or may as a program be complex or political in nature.
- Ability to use computer applications relevant to project management activities (e.g. Microsoft Project, Excel).
- High level of written and oral communication skills, including the ability to produce clear, concise business cases and reports.
- Ability to interact with all levels of staff and utilise influence and negotiation skills to achieve desired outcome.
- Class C Driver's Licence and White Card.

Other valuable skills you may have:

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

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.

Employee Name:	
Employee Signature:	
Date:	