

Position Description

Position title:	Project Manager – Civil Contracts
Directorate:	Infrastructure & Property
Service Unit:	Civil Construction & Maintenance
Reports to:	Contract Coordination Manager
Direct reports:	Nil
Salary point:	16
Work location:	Waratah Works Depot
Date revised:	July 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, 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 Civil Construction & Maintenance?

We are a large team of 180+ Civil Construction professionals who work hard to deliver our Capital Works Program for the benefit of the community. We have a range of employees working on the ground, on machinery and in the office. Employees within our team have a broad range of experience and enjoy sharing their knowledge. We are focused on developing our staff for the future, so many of our current employees have progressed through the ranks and have a wealth of corporate knowledge.

What's the focus of this position?

In this role you will be responsible for project management, contract administration and tender preparation for projects within the Civil Construction & Maintenance Service Unit. This role requires a high level of stakeholder engagement to influence and negotiate the best outcomes for City of Newcastle (CN).

What you'll be doing:

- Manage the development and delivery of contracts associated with key engineering projects from inception through to completion with appropriate consideration to the Quality, Safety & Environmental management systems.
- Manage organisational risk through effective contract management processes and deliver project results within time and budget restraints, often with competing priorities.
- Produce technical specifications, contract documentation and contract administration.
- Develop tender and contract documentation and effectively manage the tender process in accordance with CN procurement procedures.
- Contract administration, including management of progress claims, variation and extension of time (EoT) claims, and contractor performance reporting.
- Continuous improvement of processes.
- Drive contractor compliance through effective surveillance and documentation as part of the administration of contracts in terms of Quality Assurance, Inspection Test Plans (ITPs), Registers and Defects.
- Ensure CN's WHS and Environmental policies and / or procedures are applied in relation to the management of projects and contracts.
- You will be required to carry out other duties that are within the limits of your skills, competence, training and/or experience as directed by your Manager.

The essentials you'll need:

- Minimum Diploma level qualifications in Construction Management, Engineering or Project Management (or equivalent), or significant demonstrated experience in a similar role.
- Demonstrated experience in project and contract management, including risk management for the timely and cost-effective delivery of outcomes for complex Civil Engineering projects.
- Experience producing technical specifications, contract documentation and contract administration.
- Strong understanding of Australian Standards and contracting processes.
- Advanced computer skills, including experience using Microsoft Office Suite of products, including Microsoft Project and Excel.
- High level of written and oral communication skills, including the ability to produce clear, concise reports and influence / negotiate outcomes.
- Strong time management skills and ability to implement high profile / complex projects.
- 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 projects.
- Working knowledge of Transport for NSW (formerly RMS) Quality, Safety, Environmental management systems, specifically in relation to the management of minor works projects and the Road Maintenance Council Contracts (RMCC).

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:	