

# Senior Project Manager

## Role purpose

The role is integral to the overarching success of an end to end project management framework, a defined project methodology and disciplines to ensure a seamless and agile implementation of capital works program of City of Hobart.

## Role overview

<b>EA and Classification</b>	Hobart City Council Enterprise Agreement 2021 Municipal Officer Level 5
<b>Position Description Number</b>	9800
<b>Number of direct reports</b>	0
<b>Responsible for total staff</b>	0
<b>Delegations and Authority</b>	Nil
<b>Budget level</b>	Nil
<b>Division, Unit, Team</b>	Connected City Division, Programming & Delivery Unit
<b>Immediate Manager</b>	Manager Programming and Delivery (9796)



# Role accountabilities Key result areas

## Strategic

- Understand and engage with the strategic direction of the organisation, ensuring programs enable the sustainable achievement of Council objectives and the aspirations of the community.
- Undertake sound research, ensuring decisions and advice are informed, strategically aligned and integrated across the organisation.
- Align your work to strategic plans and budgets incorporating broad organisational priorities, goals and objectives that deliver on the City Plan and Greater Hobart 2050.
- Apply understanding of the political, social and legal environment and organisational context of Council to all initiatives and actions.
- Provide peak level advice to key stakeholders and broader resources within Council enabling greater leverage and synergies relating to the design of projects.
- Identify strategic threats and opportunities which could impact the organisation

## Corporate

- Live the City of Hobart's values and management behaviours, at all times setting a strong example for the broader Hobart Team.
- As a senior staff member, demonstrate leadership that inspires an organisation culture that rewards innovation, continuous improvement and service excellence.
- Work across the organisation to secure cross-divisional cooperation and collaboration to achieve best value for money and high quality outcomes for the community.
- Build a community first focus that encourages positive and proactive communication and interaction with all community members and stakeholders.

## Unit

- Support the City Project Office align with strategic policy direction, planning and implementation of the City's Thriving Capital.
- Anticipate challenges and opportunities, and lead an effective response to enhance the health, sustainability and liveability of the City and its environs.

## Senior Project Manager



- Provide consistent and thoughtful leadership to enable business units excel in their activities and functions.
- Develop, mentor and empower staff to build leadership capacity and a high-performance culture.

### Work Health and Safety

- To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS applicable policies and procedures.

**NOTE:** Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence, and training.

WORKING TOGETHER TO MAKE HOBART A BETTER PLACE FOR THE COMMUNITY



## Qualifications and licences

### Essential

- Bachelor Degree in Project Management or Civil Engineering (or equivalent).
- Current Drivers Licence.

### Desirable

- Qualifications in areas such as business, urban planning and/or management
- Current Registration to Work with Vulnerable People.

## Selection criteria

### Knowledge and experience

1. Demonstrated and significant senior level experience in applying the appropriate project management methodology in the delivery of projects including demonstrated experience in contract administration.
2. Successful track record in delivery of projects on time on budget and within scope including delivery of works to the required quality and standards.
3. Significant experience in writing complex reports, media release, project documentation and technical papers to suit the relevant stakeholder group.
4. Experience in driving and leading a customer or community centric service model to achieve best value and excellence in service delivery.
5. Track record of effective engagement with government agencies, industry and professional associations, business groups and the wider community.
6. Demonstrated experience in undertaking or leading advocacy activities to achieve positive outcomes that align with strategic goals.
7. Demonstrated ability to mentor, support and engage resources through a consultative, informed and inclusive approach to driving forward a high performance culture and continuous improvement.

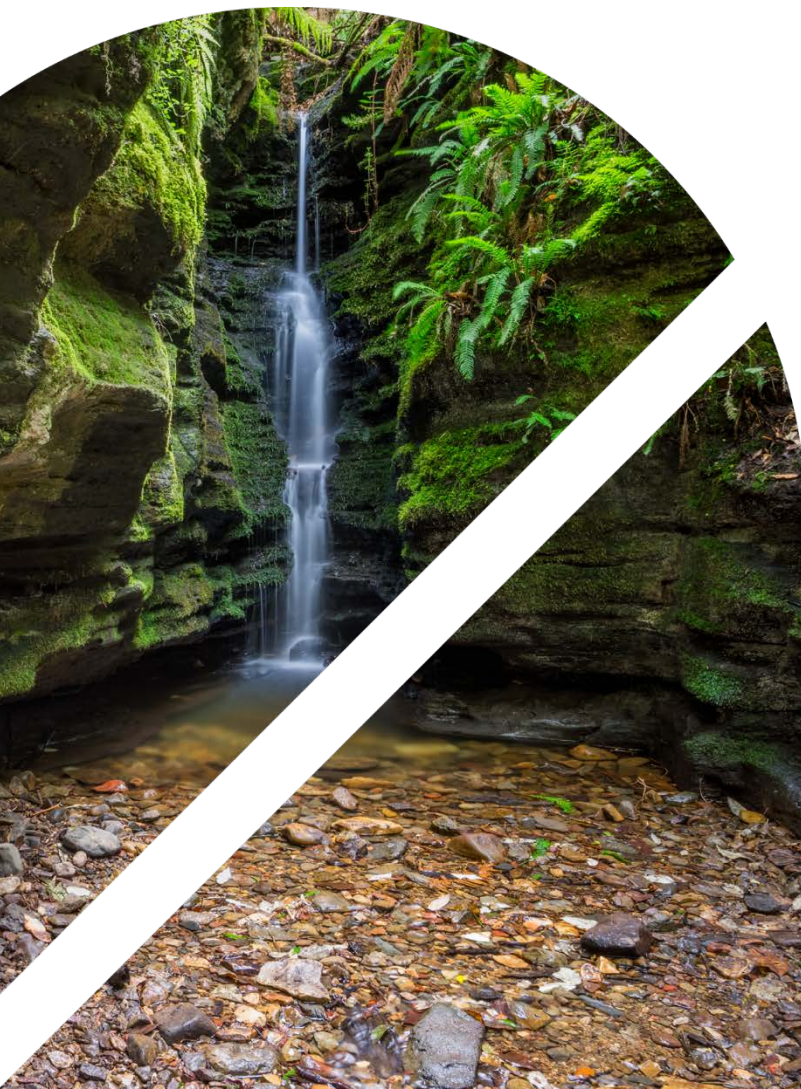


### Skills and competencies

8. Significant experience in a civil construction environment along with design and delivery of mid to large scale projects relating to the construction/building industry, primarily in “brown field” environment.
9. Significant experience in interpreting contracts, safety and environmental legislation, building standards, technical drawings, and determining appropriate compliance requirements.
10. Full and complete understanding of building standards, technical requirements and potential environmental risks

### Behavioural competencies

11. Actively demonstrates the expected behaviours described in the Behavioural Competency Framework.



## Behavioural Competency Framework

### Our Values

#### People

**Care about people – our community, customers and colleagues.**

- Considers people in all things we do.
- Values individual differences and diversity.
- Guides, mentors and develops people.
- Tailors communication to specific audiences.
- Actively listens to others and encourages feedback.
- Communicate with others respectfully.

#### Teamwork

**We collaborate both within the organisation and with external stakeholders drawing on skills and expertise for the benefit of our community.**

- Supports equal and fair treatment for all.
- Is seen as a team player and finds common ground in a respectful way.
- Seeks and provides feedback to improve working relationships.
- Actively looks for opportunities to share knowledge and utilise strengths.
- Works cooperatively to achieve shared objectives.
- Recognises others for their contributions and accomplishments.
- Gains and demonstrates trust and support for others through actions.

#### Focus and Direction

**Have clear goals and plans to achieve sustainable social, environmental and economic outcomes for the Hobart community.**

- Has a clear and specific understanding of what needs to be achieved.
- Actively participates in planning and provides feedback.
- Considers sustainable options.



# Behavioural Competency Framework

## Our Values

### Creativity and Innovation

**Embrace new approaches and continuously improve to achieve better outcomes for our community.**

- Agile and continually looks for opportunities for Lean improvements.
- Stimulate passion and excitement to overcome problems.
- Follows ideas through to action, reflects and always seeks to do better.
- Demonstrates diverse thinking and embraces change.
- Encourages peers to do the same.

### Accountability

**Transparent in all our dealings, work to high ethical and professional standards and are accountable for delivering outcomes for our community.**

- Follows through on commitments and encourages others do the same.
- Takes personal responsibility for own timely and quality activities.
- Designs feedback into work processes.
- Provides exceptional service to stakeholders and customers.



# Behavioural Competency Framework

## Operational

### Safe working practices

**Maintain a safe working environment.**

- Works safely and looks out for others.
- Drives responsibly and considers other road users.

### Policies and procedures

**Comply at all times with policy and protocol requirements.**

- Actively demonstrates compliance with the City's corporate policies.
- Provides support to others.
- Offers feedback on improvements or better practice.

### Legislative framework

**Works within legislative framework.**

- Takes responsibility for their own learning of the legislative environment in which they work.
- Seeks guidance and clarification of any uncertainties before acting.
- Works within any delegations and authorities.

### Risk management

**Take a risk management approach.**

- Actively adopts a proactive risk management approach.
- Fosters an environment where managing risk is accepted as the personal responsibility of each employee and encourages others to do the same.



## Judgement

**Identifies and acts on issues and develops quality solutions, setting high standards of decision making.**

- Always role models our values.
- Demonstrates rigor to make effective and quality decisions.
- Stands up and acts when issues arise with a sound and level-headed approach.
- Keeps informed of activities and evolutions in the broader business.

## Pre-employment checks

1. National Police check
2. Pre-employment Medical Assessment – Low Risk

## Notes

- Regular checks of the validity and status of essential licences and registrations are undertaken during the term of employment.
- The employee is responsible for notifying any new criminal convictions during the course of their employment.
- The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*.

# prin- -cip les



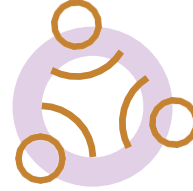
## Proud of our capital city role

We rise to the call of being the island state capital. We are city shapers, amplifying our industry, commerce and small business communities by attracting investment and services to support them.



## Focused on thriving

We are future proofed, not only doing our work well, but pursuing the work that makes a difference for our community.



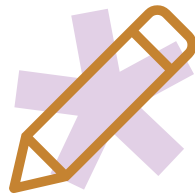
## Community-centered

It is easy for all of our community to work with us and they are central in how we design and do our work.



## Grounded in active governance + civic involvement.

We fulfil our legislative and civic responsibilities with transparency, accountability and fairness and we are equipped to do that well.



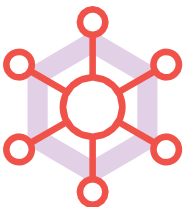
## Creative + impactful

We deliver value for money and work creatively to ensure positive outcomes for all our stakeholders.



## Leading from the heart

We acknowledge everyone is a leader. We are all accountable for building a positive, safe and caring culture for our organisation and the people in it.



## Integrated + Collaborative

Making whole-of-organisation decisions is easy and we work as one team to successfully deliver for the community.



## Scalable + Adaptable

We care for both our natural and built assets. We respond to our growing city and ongoing changes in our community and their expectations.



City of HOBART