

Project Manager – Capital Works Delivery

Role purpose

The role is accountable for the planning, managing and delivering a package of multiple projects comprising the rolling 3 year annual works plan, including formal hand over processes.

Role overview

EA and Classification	Hobart City Council Enterprise Agreement 2021 Municipal Officer Level 4
Position Description Number	5874
Number of direct reports	0
Responsible for total staff	0
Delegations and Authority	Nil
Budget level	Nil
Division, Unit, Team	Connected City Division, Programming & Delivery Unit
Immediate Manager	Manager Programming & Delivery (9728)



Role accountabilities Key result areas

Corporate

- Leads and manages one or more small to medium project teams from project initiation to completion, including mentoring and providing support to less experienced project managers and/or engineers.
- Defines, documents and delivers medium size projects or sub-projects, typically more than one year in duration to agreed time and budget. Has limited inter-dependency with other projects with minimal strategic project portfolio impact.

Unit

- Assigns project team resources, manages stakeholder communication and undertakes procurement.
- Utilises the City of Hobart's Project and Portfolio Management Framework.
- Advises, assesses and manages risks critical to the success of the project.
- Utilise and follow CoH project management methodology and framework to monitor projects, accurately capture data for system input.
- Provides input to develop and improve project management methods and tools whether predictive (plan-driven) or adaptive (iterative/agile).
- Initiates and implements a suite of project controls using standard project management techniques, for example, earned value management (EVM), critical path method (CPM) and Gantt charts to manage project scope, cost and time.
- Negotiates and agrees project approach with stakeholders, prepares management plans (including quality, risk and communication plans) and tracks activities against the project schedule, managing stakeholder involvement as appropriate.
- Analyses and monitors cost, time and resources utilisation and takes action where these deviate from agreed parameters.
- Ensures that projects are formally closed out and where appropriate, reviewed to identify lessons learned for continuous improvement purposes.



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.

Qualifications and licences

Essential

- Bachelor Degree or higher in Engineering, Project Management or a related field.
- Current Driver Licence.

Desirable

- Current Registration to Work with Vulnerable People.
- Membership of either the Project Management Institute of Australia (Member grade) or Engineering Australia (a minimum of Engineering Associate).

Selection criteria

Knowledge and experience

1. Significant experience in managing and delivering small to medium infrastructure projects from initiation to project handover.
2. Significant experience in costing/budgeting, financial reporting, risk analysis, design reviews, assessing constructability of assigned capital works within a diverse organisation and administering standard form consultancy and construction contracts.

Skills and competencies

3. Proven ability to manage and monitor risks across a portfolio of projects and resolve resource conflicts.
4. Well-developed interpersonal skills, particularly in negotiation, conflict resolution, problem solving, building and maintaining positive and effective relationships and written and verbal communication.
5. Proven ability to supervise and lead project teams, mentor, train, and support team members and work collaboratively with stakeholders to deliver outputs.
6. Well-developed skills in the use of the Microsoft suite of Office products especially MS Project, MS excel and corporate GIS applications.

Behavioural competencies

7. 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*.

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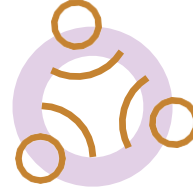
Proud of our capital city role

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.



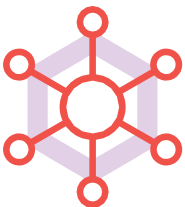
Creative + impactful

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.

