

POSITION DETAILS

Position Title:	Senior Project Manager	Position Grade:	14
Department / Group:	Major Projects/CFO	Position Status / Hours per Week:	3 Year Contract / 35 hours

PRIMARY PURPOSE OF THE POSITION

Reporting to the Project Director, the position's primary purpose is to:

- Manage the initiation, design and implementation of a wide range of projects to deliver projects on agreed time, cost and quality.
- Interface with other departments of Council, external agencies, consultants and utilities to ensure the coordinated development and timely implementation of projects.
- Ensure projects are undertaken in accordance with PM-CoR (Project Management at City of Ryde) methodology.
- Ensure all project risks are appropriately and satisfactorily managed and that the project complies with all relevant standards, codes and legislative (or similar) requirements.
- Oversee, maintain and review project and program finances.
- Develop and maintain cooperative working relationships with internal and external stakeholders including communicating project status, negotiating project objectives, deliverables and resources/constraints.
- Undertake scheduled and unscheduled on-site inspections of project works and provide guidance to Designers and Contractors.
- Communicate and escalate project matters and issues to the Project Director and above.
- Prepare documentation to a high standard and attend Council meetings/workshops when required.
- Critically review briefs / business cases, or similar, for projects and make recommendations as required.
- Manage reporting to ensure projects are tracking appropriately in regards to cost, time and quality and projects are satisfactorily handed over to Council.
- Report performance against projects including quarterly reviews that deliver Council's strategic outcomes including reviewing and managing budget responsibilities
- Anticipate issues and take appropriate mitigation measures prior to the event. Drive roadblocks within agreed timeframes to meet outcomes.
- Undertake administration duties as required in a timely manner.
- To undertake tasks and actions as directed by Management and consistent with the experience, knowledge and training of the incumbent.

SELECTION CRITERIA

Qualifications/Education

- Degree level qualification in Civil Engineering, Project Management, Construction Management, or similar.
- Current drivers' licence.

Essential Experience/Specific Skills

- Proven, significant experience in project management of multi-disciplinary projects.
- Exceptional knowledge of legislation, regulations, design standards, and code of practice relation to the construction and management of infrastructure.
- Significant experience in the management of project finances and budgets, business planning, tendering and contract administration.
- Superior interpersonal skills with proven ability to influence, negotiate, and achieve positive outcomes / resolve complex project management and contractual issues with stakeholders.
- Wide ranging technical knowledge base and experience formulating and implementing innovative project management solutions.
- Excellent written communication skills including the ability to research new subject areas, provide executive level reports, and prepare contract specifications.
- Expert computer skills and proven experience in project management software programs, especially MS Project and MS Project Integration or equivalent program/portfolio scheduling tool.
- Strong analytical and process improvement skills / experience.
- Knowledge of equal employment opportunity and work health and safety legislation and the capacity to develop a customer focused and ethical culture and an equitable, healthy and safe workplace.

Essential Personal Attributes

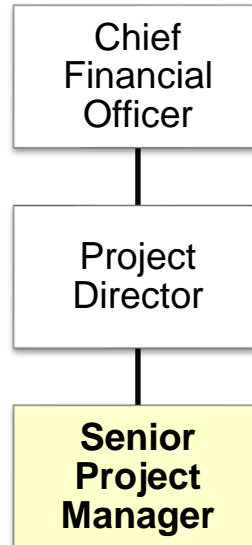
- Proven ability to lead, motivate and drive outcomes.
- Proven conceptual, analytical and problem-solving skills, including the ability to analyse and interpret information from different sources to pro-actively identify issues and risks and formulate strategies to address them.
- Excellent time manager, able to prioritise and meet deadlines.
- Strong self-awareness, emotional intelligence and resilience.
- Professional and engaging communication style.
- Proven and demonstrated commitment to work as part of a team.
- Can do, positive and proactive attitude.

Desirable

- Qualifications in Project Management.
- Experience in Civil (Roads, Stormwater, DDA), Landscape, Building and Public Domain related works.
- Project process and consultant management experience.
- Bilingual language skills

Please note: In line with Council's COVIDSafe Workplace Policy & Procedure all staff are required to be vaccinated against COVID-19

ORGANISATIONAL CHART



SERVICE ACCOUNTABILITIES – Contributes to

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the City Infrastructure Group of the organisation:

- Tenders and contracting service
- Community Halls and meeting rooms facilities delivery management
- Community and culture buildings construction / fit out delivery management
- Open space amenity buildings and facilities delivery management (change rooms, toilets, canteens, grand stands, band stands)
- Sportsgrounds delivery management
- Passive recreation delivery management
- Natural bushland footpaths and cycleways delivery management
- Public trees delivery management
- Public domain delivery management
- Street and public lighting delivery management (inc smart poles)
- Place delivery management
- Community buildings Library construction / fit out delivery management
- Water quality & reuse delivery management
- Stormwater infrastructure delivery management
- Natural waterways delivery management
- Parking hardware delivery management
- Car Park delivery management
- Corporate buildings delivery management
- Roads, bridges and retaining walls delivery management
- Wharves, jetty's, boat ramps and sea walls delivery management
- Footpaths & cycleways within open space delivery management
- Footpaths & cycleways within road reserves delivery management

CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational "Accountabilities" that the position holder is required to observe.

1	To comply with legislative requirements
2	To provide timely support and expert / technical advice to the organisation

CORPORATE ACCOUNTABILITIES

3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all OH&S policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.
6	To engage with the community in accordance with Council's policies
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
9	To develop and manage budgets
10	To achieve best value for money
11	To efficiently manage built assets and resources
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PM_CoR methodology
17	To identify and minimise exposure to risk
18	To actively work toward delivering City of Ryde's Leadership Model.
19	To manage people to realise their individual and team potential
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
22	To provide advice to support Executive Leadership and Councillors in decision making
23	To build and strengthen strategic partnerships with key stakeholders
24	To recognise and reward results
25	To model Council's values
26	To create and contribute to a positive work environment within my Department, my Group and the workplace.
27	To initiate relevant training in accordance with organisational, service and staff requirements
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements
29	To keep abreast of and apply industry wide trends, better practice and innovation
30	To use, store and manage digital and hard copy information in accordance with Council's policy and procedures

WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

OUR VALUES

All employees at City of Ryde are to observe our values which are:

Health & Safety

We take personal responsibility for our own health, wellbeing and safety. As well as the health, wellbeing and safety of our colleagues and customers.

Excellence

We do the best we can for our customers and embrace innovation in the way we work.

Accountability

We are honest, transparent and act in the best interest of Council and the community.

Respect

We listen, seek to understand, and celebrate the diversity of the people within our organisation and the community.

Teamwork

We work within both our own teams and other teams to successfully achieve council's goals

DELEGATIONS

Please note that this position holds delegations pursuant to section 378 of the Local Government Act and a copy of the current delegation from the Chief Executive Officer will be provided on commencement.

DESIGNATED POSITION

Please note that this position has been identified as a designated position in accordance with section 4.8 of the Model Code of Conduct for Local Councils in NSW. As a result, in accordance with Section 421 of the Model Code, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.

Employee's Name	
Employee's Signature:	
Date:	