

# Position Description

## Project Manager

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** June 2020

### Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 3 Level 2
Position limit within salary system: (20 Grade structure)	Grade 13 Entry to Step 4
Status of position:	12 month Fixed term appointment
Hours of work per fortnight:	70

### Organisational relationships

Directorate:	Works and Civil
Section/Unit:	Water Cycle
Team:	Water Cycle
Work base:	Grafton or Maclean
Position responsible to:	Manager Water Cycle with indirect reporting across various work areas
Level of support and supervision:	Moderate
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Nil
Internal contacts:	All staff within Council
External contacts:	General public, government agencies, consultants, community groups, developers

## Vision, mission and values

<b>Our vision:</b>	To make the Clarence Valley a community full of opportunity
<b>Our mission:</b>	To plan and deliver services valued by the community
<b>Our values:</b>	the acronym ' <b>STRIVE</b> ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



## Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

### Physical requirements of the position

Frequent use of computer keyboard

Prolonged periods of sitting

Walking on uneven surfaces and up and down slopes

Frequent driving

### Purpose of the position

To plan, procure and deliver Water Cycle capital works projects

### Major duties and responsibilities

Prepare, conduct and award quotations and tenders for various capital works for key water, sewer and floodplain projects.

Project manage the delivery of major and minor capital works projects within time and cost requirements.

Represent Council where required at meetings, site visits, and forums.

Liaise with Government agencies, research organisations, industry groups and community groups in relation to projects as required.

Assist with the production of media releases and other publicity as required.

Provide timely, accurate and succinct information on project issues, and develop technical information in relation to these issues.

Prepare detailed reports and correspondence on specific projects.

Provide accurate and timely written and oral advice.

Ensure personal knowledge and training in relevant legislation, practices and issues are maintained.

### Essential selection criteria

*The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.*

#### **Education and knowledge**

Tertiary qualifications or equivalent in Civil Engineering, Building Construction Management, Project Management or equivalent ; **or** equivalent relevant industry experience

Detailed knowledge of project management, project planning, procurement and delivery

#### **Licences/tickets, clearances, membership**

Current Drivers Licence

#### **Experience**

**Essential selection criteria**

Demonstrated ability in the delivery of multiple construction projects to a value of approximately \$1M, on time and within budget

High level experience in the management of construction contracts

**Position related skills**

Demonstrated well developed project management skills

Demonstrated well developed written and verbal communication skills

General computer literacy including basic proficiency in Microsoft Word and internet and email programs

**Work qualities**

Behaviour that positively demonstrates commitment to Council's STRIVE values

**Desirable selection criteria**

*The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.*

**Education and knowledge**

Postgraduate qualifications in Civil Engineering, Building Construction Management, Project Management or equivalent

**Licences/tickets, clearances, membership**

Nil

**Experience**

Experience in working with community groups and stakeholders

**Position related skills**

Nil

**Other features of this position may include**

May be required to represent Council in forums or public meetings from time to time.

**Generic performance requirements**

**Ethics/probity** – act in accordance with the Code of Conduct.

**Equal employment opportunity** - comply with Council's Equal Employment Opportunity (EEO) Protocol.

**Health and safety (WHS)** - undertake duties and act at all times in accordance with the WHS Management System.

**Generic performance requirements**

**Other duties (outside of specific position requirements)** - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

**Declaration**

In signing this declaration I acknowledge that I, .....  
have been advised of the requirements, terms and conditions of appointment to this position  
based on this Position Description.

Signed: ..... Date .....  
*Employee*