

POSITION DESCRIPTION

Position Title:	Manager Project Management Office	Position Code:	3-MPMO
Division:	Organisational Performance	Grade:	Manager Grade Total Remuneration Package
Location:	Dubbo	Hours/Week:	Min 35
Reports to:	Director Organisational Performance		
No. Direct Reports:	3	No. Indirect Reports	0

Primary Purpose of Position

The Manager Project Management Office is responsible for the coordination and establishment of good project management practices across the organisation for both capital and operational projects. It will facilitate strong governance and communication, shared knowledge and strong management of data and reporting. This will ensure that the organisation will be well informed of performance and issues both internally and externally affecting the successful delivery of projects.

The role will be expected to develop, implement, and govern program management processes including procurement and asset management, as well as the development of dashboards, templates, policies, and reporting metrics.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Project Management	<ul style="list-style-type: none"> Establish a robust Project Management Framework that provides guidance, documentation and metrics related to the practices surrounding the management and implementation of projects within the organisation. Collaborate with business unit managers, and others within Council to ensure the processes are thorough, consultation and projects are completed within budget and in a timely manner. Develop process for effective monitoring of project budget and provide timely and accurate budget reports and reviews to the relevant Client, Director and Project Managers as required. Ensure Project Managers adhere to statutory financial and accounting systems, standards and controls. Oversee contract management obligations within project development, ensuring the organisation complies with best practice in relation to procurement and tendering processes, monitoring, review and reporting. Ensure Administration support is provided to Project Managers in preparation of tenders, variations and communications with contractors and stakeholders Ensure communications to media and stakeholders are undertaken in accordance with funding guidelines.

Key Accountabilities / Duties

Business Case Framework	<ul style="list-style-type: none"> Oversee the corporate business cases process, including framework that improves councils assessment of new opportunities. Lead projects in collaboration with internal stakeholders strategic projects that explore commercially aligned opportunities that grow non-rate revenue. Initiate and manage strategic development partnerships and joint ventures to maximise economic outcomes of development opportunities.
Strategic Procurement Initiatives	<ul style="list-style-type: none"> Managing overall direction, coordination and evaluation of procurement for the organisation. Promote and oversee the implementation of best practice procurement throughout the organisation, including pre-qualification, negotiating supplier agreements, preparation of contracts and tender management. Lead and manage the development, implementation, monitoring and reporting of the adopted Procurement Strategy including required outcomes, actions and targets. Identifying areas for improvement to continually drive performance and business results. Developing strong relationships with business stakeholders and strategic supply partners. Creating policies and procedures for risk management and mitigation. Maintain up to date knowledge of industry developments and legislation impacting on procurement.
Corporate Assets	<ul style="list-style-type: none"> Provide asset management services in accordance with relevant legislation, standards, and guidelines. Lead develop of the Corporate Asset Management strategies and policies that reflect Council's corporate direction, capability and requirements. Manage the development and maintenance of Council's Corporate Asset Management Systems and links to the Capital Asset Register. Oversee the alignment of asset management and financial management.
Leadership	<ul style="list-style-type: none"> Represent the Branch ensuring that branch activities, projects and advice reflects a whole of council perspective, and considers the impact on the wider organisation. Lead in a professional and ethical manner, promoting the vision, purpose and values of the organisation. Provide the communication link from the Director to the members of your branch. Active participation in "corporate" wide initiatives, programs and activities.

Key Accountabilities / Duties

Team/People Management	<ul style="list-style-type: none"> • Ensure that effective WHS processes and procedures are reviewed against best practice, and necessary actions taken to ensure a safe environment for staff, volunteers, contractors and visitors • Manage and coordinate the Commercial Business team and their duties ensuring that individual accountabilities and performance are monitored and achieved. • In conjunction with Council policies, make recommendations to the Director on appointments, promotions and terminations of staff under your control. • Ensure appropriate communication to all staff in the branch to ensure awareness of relevant key issues. • Foster a culture that values its people and encourages and supports Council values.
Corporate Reporting, planning and Monitoring	<ul style="list-style-type: none"> • Develop, coordinate and implement the branches components into the following strategic plans & documents for approval; <ul style="list-style-type: none"> ○ Business Plan ○ Service level agreements ○ Branch Budget ○ Operational Plan ○ Delivery Program • Provide input into corporate plans, reports, programs, and policies as required and monitor branch performance. • Implement organisational systems within the Branch in accordance with Council's strategic plans and policies.

Inherent Requirements of the Position

- Class C drivers licence
- Ability to work irregular hours as required
- The position is provided with a Dubbo Regional Council mobile phone which must be carried at all times and to be contactable after hours.
- This position is supplied with a mobile computing device for use on Council business.
- A large majority of this role is office based, using computers/electronic systems, thus an inherent requirement of this position is the ability to complete sustained periods of work sitting at a desk utilising computers/electronic systems or other office based equipment.
- The occupant of this position will be required to travel between Dubbo and Wellington and operate out of Council's office or depot facilities as necessary.

Selection Criteria

Essential

1. Bachelor Degree in Business, Project Management, Commerce or related discipline.
2. Demonstrated experience in Project Management, Business or Financial management.
3. Highly developed leadership, planning and negotiation skills.
4. Demonstrated business acumen and analytical skills, with the ability to provide high quality business and financial advice across a multiple disciplinary team.
5. High level organisational skills with demonstrated experience in managing multiple projects and adhering to deadlines.
6. Staff management experience and strong communication skills with demonstrated ability to build and maintain positive, cooperative and productive relationships with staff, the Council, the community and key stakeholders.

Desirable

7. Post Graduate Qualifications.
8. The ability to undertake complex feasibility and economic analysis, and provide high order advice to the Council.

Organisation Wide Accountabilities

Corporate Values	<p><i>Creating Community for Today and Tomorrow</i></p> <p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> • Progressive <ul style="list-style-type: none"> ○ Be Curious, Courageous and Committed • Sustainable <ul style="list-style-type: none"> ○ Balanced Approach to Growth and Opportunity • One Team <ul style="list-style-type: none"> ○ Working Together • Integrity <ul style="list-style-type: none"> ○ Accountable For Our Actions
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> • Complying with Council's WHS policies and procedures • Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others • Reporting any potential hazards, incidents or injuries to their Supervisor or Human Resource Services within 48 hours • Participating in any WHS consultation arrangements • Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace • Correctly using all personal protective equipment • Complying with emergency and evacuation procedures and site rules if applicable • The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy
Sustainability	<p>Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all</p>

	decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council's adopted Code of Conduct. • Council's Anti-Discrimination and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: