



INFORMATION PACKAGE

POSITION VACANT

**PROJECT COORDINATOR
MACKAY PARK PRECINCT REDEVELOPMENT**

(FIXED TERM CONTRACT - THREE YEARS)

REF NO: ESC120

CLOSING DATE: 4.30PM FRIDAY 8 JUNE 2018

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Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact Lindsay Usher on (02) 4474 1304.



Contract Overview

Eurobodalla Shire Council (ESC) is seeking the services of an experienced project manager to coordinate the delivery of the redevelopment of the Mackay Park Precinct.

Council proposes to build a Regional Aquatic, Arts, and Leisure Centre on the southern part of the precinct for which \$26m of funding has already been obtained from the NSW Government. Grant applications are currently with the Australian Government in an attempt to secure additional Government funding toward delivering this exciting project.

Council also proposes to attract a private developer to redevelop the northern part of the precinct (former Batemans Bay Bowling Club).

The successful applicant will be responsible for coordinating all of Council's activities associated with the delivery of this significant project including:

- Managing the project management contract for the design and construction of the Regional Aquatic, Arts, and Leisure Centre
- Coordinating all community engagement and communications in collaboration with contractors, and staff
- Managing the Expression of Interest (EOI) and tender process for the redevelopment of the northern part of the precinct

Project objectives

The development of a Regional Aquatic, Arts and Leisure Centre is to be located on the southern portion of the Mackay Park Precinct. The design of this facility at the Batemans Bay Mackay Park Precinct is being planned within three overarching principles:

- To deliver a financially sustainable development
- To stimulate broader economic growth within the Batemans Bay CBD and the wider region
- To meet the needs of the community



Within these overarching principles, Council's specific objectives for the development are to:

- Increase activity in the Batemans Bay CBD through the introduction of a mix of tourism, recreation and arts/cultural developments in the precinct
- Improve the recreational, social and cultural life of the Batemans Bay CBD
- Provide public car parking on the site, sufficient to satisfy future demands created by the development, as well as providing some space for long vehicle parking
- Achieve high quality design outcomes which enhance levels of amenity of the Batemans Bay CBD
- Aim to achieve an environmentally sustainable development, potentially through a 5 Star, Green Star rating
- Provide a sustainable financial outcome

The Project

The Project Coordinator will report to the Director Planning and Sustainability Services and will collaborate with internal and external stakeholders to ensure that the project is managed on a day-to-day basis to deliver the project.

The Project Coordinator will be required to work closely with the NSW Public Works Authority to ensure delivery on the required critical milestones and associated activities, and be pivotal to Council's coordination and delivery of the redevelopment of the Mackay Park Precinct including the proposed \$46m Regional Aquatic, Arts and Leisure Centre, and potential private sector development.

The Regional Aquatic, Arts and Leisure Centre design will be based on a concept plan adopted by Council which proposes:

An indoor aquatic centre with:

- 25-metre, ten-lane lap pool with ramp access
- 10-metre warm water therapy pool and spa
- freeform indoor leisure pool that includes learn-to-swim and toddler areas
- water play splash pad
- waterslides
- gym, group fitness and wellness area
- amenities



An arts and cultural centre with:

- large flexible, flat floor auditorium with retractable seating
- dressing rooms, green room and storage
- gallery/exhibition space and storage
- rehearsal/dance studio/music room
- 'wet' arts workshop space and storage
- 'dry' arts workshop space and storage
- meeting rooms
- multi-purpose rooms
- amenities

Shared facilities with:

- foyer
- café
- visitor information service
- administration offices
- plant and support services

Together with the NSW Public Works Authority (who will oversee the project management of the development), it is intended that Council identify a preferred consultant to undertake the detailed design and construction of the facility.

The Mackay Park Precinct also includes the former Batemans Bay Bowling Club. Taking on board community input, Council developed the following preferred development outcomes for this northern portion of the precinct.

- conference and event space
- tourism accommodation
- residential accommodation
- restaurants and cafes

It is intended Council will identify a preferred developer and uses to deliver all or some of the above. This will be done via an EOI and tender process.

Additional information about the project can be found on Council's website – www.esc.nsw.gov.au.

Specialist skills and knowledge

- Highly developed planning, analytical and project management skills and experience
- Demonstrated focus on stakeholder management and delivery of organisational outcomes
- Proven experience in the delivery of complex and multi-streamed design and construction projects, with expertise in contract management to achieve critical milestones within timeframes and to budget
- An appreciation of long term goals and objectives of Council and an understanding of the social and political framework in which the Council functions
- Proactive approach to schedule risk and quality management, highly consultative and 'hands on' approach to risk and escalation

Management skills

- Ability to develop a co-operative team approach in order to effectively manage and achieve project outcomes
- Ability to apply project management principles and negotiate outcomes in accordance with Council's adopted position and interests
- Ability to align projects with business requirements and identify links between the two
- Demonstrated ability to manage time and set priorities to achieve a broad range of outcomes within broad parameters and with minimal supervision

Interpersonal skills

- Proven communication skills to work with colleagues across multi-directional organisations, external stakeholders and contractors to achieve organisational goals
- An understanding of the needs and concerns of customers, a willingness to listen and the ability to strike an acceptable compromise, where appropriate, to resolve outstanding matters
- Well-developed quantitative skills in order to judge the implications or magnitude of a specific project, for budget decision making and risk assessment
- Excellent written and oral communication skills



Important Application Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website www.esc.nsw.gov.au

Claims against the selection criteria

This is the most important part of the application:

- Only applicants that address the selection criteria will be considered for the position and must be complete in order to lodge an application.
- The job description outlines the duties of the job and the selection criteria that your application will be checked against. You should include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- You will be required to address the selection criteria as part of the application process. These are mandatory fields in the online system.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume and complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.

JOB DESCRIPTION

PLANNING AND SUSTAINABILITY SERVICES

JOB TITLE: Project Coordinator – Mackay Park Precinct Redevelopment

REPORTS TO: Director Planning and Sustainability Services

PURPOSE OF JOB: Coordinate the delivery of the redevelopment of the Mackay Park Precinct including management of contracts.

MAIN DUTIES AND KEY RESULT AREAS (KRAs):

1. Manage Council's interests in the delivery of all project outcomes for the Mackay Park Precinct redevelopment.
KRA : Project managed in an inclusive and collaborative manner to ensure organisational objectives are achieved in a timely manner..
2. Undertake project planning, documentation, coordination, monitoring and supervision of contracts related to Mackay Park Precinct redevelopment.
KRA : The project planning and documentation is accurate, up to date and meets statutory requirements. Contracts implemented to achieve compliance.
3. Coordinate all of Council's involvement in the project management and delivery through collaboration with internal and external stakeholders.
KRA : Input from all stakeholders obtained in timely manner at agreed stages and all stakeholders kept informed of project.
4. Work with the NSW Public Works Authority and other project partners to build effective ongoing relationships to deliver project outcomes and contractual arrangements.
KRA : Implementation of agreed project deliverables.
5. Prepare required project reports and briefings for distribution to relevant stakeholders, including the Council, Director Planning and Sustainability Services, Project Reference Group, Executive Leadership Team and other stakeholders as identified.
KRA : Project reports are prepared in timely fashion and contain required accurate information.
6. Advise on, and where approved, obtain independent advice regarding tender, contract management and probity issues related to the redevelopment of the Mackay Park Precinct.
KRA : Advice is accurate producing good decisions and oversight of the project is diligent and ensures delivery of required outcomes.
7. Ensure the operational achievement and implementation of plan milestones.
KRA : Project is delivered to agreed milestones.

8. Develop, keep updated and implement a communication and engagement strategy in keeping with Council's adopted Community Engagement Framework.

KRA : Genuine open communication and engagement with internal and external stakeholders is achieved.

The incumbent may be directed to undertake other duties in line with the project. This project requires:

- Adherence to the NSW Work Health and Safety Act 2011, Council's Work Health and Safety Policy
- A sound Risk Management Plan that takes into consideration Council's risk management
- Compliance with the applicable provisions of Council's Code of Conduct in carrying out their function as a Council official
- Promotion of a positive image of the Council to members of the public through professional standards of personal presentation and through the provision of services and advice in a courteous and efficient manner.

QUALIFICATIONS/EXPERIENCE (Selection Criteria)

Essential

1. Tertiary qualifications in project management; engineering; architecture; planning or significant experience in similar roles.
2. Significant demonstrated project management experience.
3. Highly developed planning, conceptual, analytical and problem solving skills.
4. Proven experience in the delivery of complex and multi-streamed design and construction projects, with expertise in contract management to achieve critical milestones within timeframes and to budget
5. Ability to plan, prioritise and deliver, both on an individual basis and as a team player, within timeframes and in an environment of change.
6. Excellent communication and interpersonal skills.
7. Ability to analyse quantitative data in order to achieve specific projects and budgets.
8. Minimum of Class C driver's licence.
9. Demonstrated knowledge of WHS responsibilities together with the ability to proactively contribute in this area and a knowledge of, or an ability to quickly gain knowledge of Council's WHS system, associated policies and procedures.

Appointment to this role is dependent on an assessment of the results of a National Criminal History Record Check

The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.

EMPLOYEE: Vacant
SUPERVISOR: Lindsay Usher
DATE: May 2018

CONDITIONS OF EMPLOYMENT

Position Title:	Project Coordinator – Mackay Park Precinct Redevelopment (Fixed Term)
Reference Number:	ESC120
Total Remuneration Package:	In the range \$93,554 to \$106,918 gross per annum including superannuation at 9.5%. (There is the possibility of a market allowance for an exceptional candidate.)
Award:	Local Government (State) Award 2017
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Pre-placement Medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre- placement medical examinations are at Council's expense.
Criminal Record Check	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Hours of Work:	Appointment to this position will be for a fixed term of 3 years working full time hours. Council's main office is open: 8.30am to 4.30pm Monday – Friday ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.

CONDITIONS OF EMPLOYMENT (CONTINUED)

Location: Based from Council's main office in Moruya (corner of Vulcan and Campbell Streets), and required to work at other locations across the Shire.

Leave Entitlements: 4 weeks annual leave accrued after 12 months service
3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

ESC is committed to a safe and mentally and physically and healthy work environment.

Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



**THE
COMMUNITY**

**COUNCIL
Mayor**

**General
Manager**

**Director
Infrastructure
Services**

**Director
Planning and
Sustainability**

**Director
Finance and Business
Development**

**Director
Community, Arts and
Recreation Services**

**Executive Manager
Communication and
Tourism**

EUROBODALLA SHIRE COUNCIL
ORGANISATION CHART

