

# Position Description

## CORPORATE INFORMATION

<b>Position Title</b>	Program Manager – Water Business Unit		
<b>Directorate</b>	Office of the CEO	<b>Branch/Section/Unit</b>	Water Business Unit
<b>Position Number</b>	1398	<b>Level</b>	Contract
<b>Award</b>	Local Government Industry Award – State 2017		
<b>Line Manager</b>	Senior Manager – Water Business Unit		
<b>Direct Reports</b>	Two Project Managers & One Assistant Project Manager – Water Business Unit		
<b>Indirect Reports</b>	Various Project Managers and external contractors as required		

## SCOPE OF POSITION

### Position Summary

The Program Manager - Water Business Unit plays a pivotal role in delivering the Water Business Unit's Capital Works Program and Business projects.

The Program Manager – Water Business Unit is responsible to the Senior Manager – Water Business Unit for the efficient and effective management of the Projects Branch, in particular:

- Project delivery, preferably for water supply and sewerage infrastructure.
- Responsibility for larger, more complex project development & delivery.
- Development of engineering designs, specifications, tender documentation, procurement, contract management and contract administration and management and supervision of contractors.
- Strategic project management frameworks and within capital investment governance and approvals processes.
- Effective project delivery using a program approach and benefits realisation by ensuring project acceptance testing meets operational, compliance and customer handover requirements.
- Ensure all “as-constructed” data, including operation and maintenance manuals and requirements is captured in the corporate GIS and AMIS systems.
- Capital works budget development and management.

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- Management of Two Project Managers and One Assistant Project Manager including responsibility for their development, well-being and their project delivery

The Branch is responsible for business and infrastructure projects from project development phase through full financial approval to the finalisation of project delivery phase.

## Expected Deliverables / Key Performance Indicators

### Leadership

- Proven ability to effectively lead a team of people, promote the Water Business Unit and projects function while fostering a positive, dynamic organisational culture which is committed to Council's vision and values.
- Manage the performance of staff members and contractors to ensure a strong customer service focus is maintained with prompt response to customer requests or complaints.

### Strategy

- Development of strategies to achieve the Water Business Unit vision, goals and key priorities, in particular robust governance and a project management framework which focusses on delivery of committed customer service levels and outcomes.
- Build effective relationships and partnerships across key stakeholder groups including regional and industry bodies to ensure whole of asset life cycle costs can reduce the cost to serve our customers.

### Innovation

- Foster a climate for continuous improvement for policies and processes and identify new fit-for-purpose emerging technologies or practices that can reduce the whole of asset life cycle cost.

### Performance

- Deliver infrastructure which is accessible, operable, maintainable, reliable and safe to ensure service to our customers, regulators and the community is achieved.
- Implementing program and project management plans and reporting to ensure projects are delivered within risk appetite, scope, time and budget.
- Achievement of annually agreed capital and business project KPIs.
- Deliver on all corporate requirements for information management, workplace health and safety, financial and resource management, corporate and operational planning, quality and environmental management, governance and ethical conduct.

## Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence or above that is current and maintained.

## Essential Knowledge/Skills/Qualifications Criteria

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- Bachelor Degree qualifications in Engineering
- Tertiary qualification as a Project Manager or Project Director.
- Demonstrated experience at Local Government management level or management experience in a similar role with proven ability to lead, motivate and manage staff and a sound knowledge of contemporary human resource practices.
- Proven ability to work independently, exercise initiative and meet deadlines.
- Sound knowledge of project management principles, legislation and relevant Australian Standards.
- Demonstrated experience in effectively developing and maintaining strategic relationships and effectively communicating with internal and external stakeholders, including all levels of local and state government, industry regulators, community, customers, elected representatives and contractors.
- Demonstrated experience of the successful development and delivery of capital projects in the water industry.

## Desirable Knowledge/Skills/Qualifications Criteria

- Registered Professional Engineer Queensland or Chartered Engineer
- Post graduate management qualifications
- Certified as Project Director by the Australian Institute of Project Management
- Experience in asset management and project management and program management tools and systems such as, ISO 55 000, PMBOK / Lean methodologies, Microsoft Project / Primavera, Authority / Technology One, Assetic / Maximo / SAP, GIS.
- Knowledge of the role of Local Government and the Australian water industry.

## Physical Requirements of the Position

*Note: Applicants with disabilities will be considered on a case by case basis.*

- An ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg.
- An ability to walk up and down stairs whilst occasionally carrying weights up to 15kg.
- An ability to clearly hear directions and instructions being provided at normal speech levels.

## Special Requirements

- May be required to respond to after-hours emergency works or incident management.
- Regular local and state travel.
- Occasional interstate travel.

## ORGANISATIONAL INFORMATION

## Safety and Environment

### Behaviours

Lead the Business Unit to ensure all staff have an understanding of work health and safety (WHS) and environmental legislation, including council WHS and environmental policies and procedures.

Ensure that environmental protection and WH&S requirements are incorporated in all aspects of Capital projects from Project Development Phase to the finalisation of Project Delivery Phase.

Communicate, require and role model positive behaviours consistent with creating an environment of customer service, employee engagement, leadership at all levels, innovation and trust.

Foster and maintain a positive personal attitude towards WHS and protection of the environment by all staff.

### Responsibility

That Safe Work Practices are developed and implemented in all parts of the Business Unit to achieve agreed targets.

Apply Council policies and procedures in every day work activities to assist council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

To meet the standards imposed by any relevant environmental legislation as required by Queensland's *Environmental Protection Act 1994*.

### Related documents

- WHS Policy statement – WHSPOL004.
- Environment Strategy – PRPD070
- Work Health and Safety Responsibility and Accountability Statement - WHSPOL008.
- The WHS KPIs for the Business Unit are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position – WHSPOL010

## Code of Conduct

As per the Staff Code of Conduct – OCPOL002, employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

## Records Management

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Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with council's Recordkeeping Policy – CGPOL002.

## Council's Vision

To be the *natural* choice to live, work and play.

## Council's Values

**Accountable**– We take responsibility for our actions. We will be accessible and fair.

**Consistent**–Our actions will reflect council's guidelines and practices at all times.

**Appreciative**– We value the opportunities we have and that we look for the best in our people, our organisation and our community.

**Communicative**– We will keep people informed, consult with the community and will actively listen to and respond to their input.

**Respectful**– We treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

## POSITION APPROVAL AND ACCEPTANCE

### Approved By

<b>Name</b>		<b>Position</b>	
<b>Signature</b>		<b>Date</b>	

### Accepted By

<b>Name</b>			
<b>Signature</b>		<b>Date</b>	

*The scope and requirements of this position as well as the organisational structure is subject to change by council as required by business needs.*