**Position Description**

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| **TITLE:** | PROJECT MANAGER |
| **GRADE:** | BAND 3 LEVEL 4 |
| **DIVISION:** | PROJECT SERVICES |
| **DIRECTORATE:** | INFRASTRUCTURE SERVICES |
| **REPORTS TO:** | MANAGER PROJECT SERVICES |
| **DATE**: | OCTOBER 2021 |

### **Vision**

To be a focused community valuing Gunnedah’s identity and quality lifestyle.

### **Values**

Decisions, actions and behaviours are governed by our Council Values; Leadership, Effective and Efficient use of Resources, Openness and Accountability, Customer Satisfaction, Equity, Integrity and Commitment to Safety. All employees have a responsibility to uphold and champion these values.

### **Position Specific**

### **Primary Role**

The purpose of this position is to assist the Manager Project Services. It provides strategic business planning in the delivery of high risk projects, focussing on ensuring legislative and regulatory compliance, mitigation of risk, and ensuring that Council’s extensive portfolio of capital projects are delivered and managed effectively to provide the best possible outcomes for the community.

**Duties and Responsibilities**

### Undertake the role of Project Manager with the responsibility of controlling the activities and budgets of specific projects

### Ensure all project delivery is undertaken in accordance with Council’s adopted Project Management Framework

### Undertake the preparation of specifications, tender/contract documents for operational and capital projects including calling and review of tenders and quotations

### Lead and develop the investigation, strategic planning, options development, financial analysis, cost estimation and programming of future works

### Lead and develop the design, construction and maintenance of civil and community infrastructure

### Undertake project delivery function including ensuring compliance with relevant service standards

### Identify and implement improvements and enhancements to technical services

### Devise and implement plans to manage identified operational and environmental risks

### Ensure the appropriateness and timeliness of response to internal/external customer requests

### Deliver a cost effective and operationally efficient range of services to the organisation

### Ensure implementation of applicable industry best practice and government guidelines

### Ensure that appropriate contracts are in place for supply of goods and services to achieve established goals for function

### Conduct reviews following completion of projects to ensure delivery of project objectives

### Set up auditing and reporting controls to manage quality and effectiveness of function

### Participate in all identified training and development activities within agreed timescales

### **Personal Attributes - Qualifications:**

*Essential:*

* Degree in Civil Engineering, Construction Management or equivalent qualifications acceptable for membership to the Institution of Engineers, Australia, or the Australian Institute of Project Managers
* WHS Construction Induction Certificate.
* Drivers Licence

*Desirable:*

* Post Graduate Qualifications in the areas of Engineering, Management, Business or the Environment

*Knowledge, experience and capability:*

### Demonstrated capability or equivalent experience at a level of typically up to 7 to 10 years in the following areas:

* Eligible for Membership of the Institute of Engineers, Australia or the Australian Institute of Project Managers
* Developing and implementing strategic and operational plans
* Engineering design for Civil infrastructure
* Engineering infrastructure construction and maintenance
* Environmental engineering
* Project planning and management
* Contract preparation, supervision and administration
* Preparation and control of operational and capital works budgets.
* Use corporate and specialised software programs including;

O computer modelling;

* + asset management;
	+ project management;
	+ maintenance software systems
* Providing leadership including the management and development of professional, technical staff and operational staff.
* Monitoring and maintaining a safe workplace
* Using a range of communication skills in workplace; both written and verbal

### **Competencies and Accountabilities**

**Authority and accountability:** Accountable for the effective management of major sections or projects within their area of expertise. As a specialist, advice would be provided to executive level and to the employer on major areas of policy or on key issues of significance to the organisation. The position's influence would have an important role in the overall performance of the function.

**Judgement and problem solving:** Positions would determine the framework for problem solving or set strategic plans with minimal review by senior management. At this level, the position may represent senior management or the employer in the resolution of problems. The oversight of problem solving and assessment of the quality of judgements made by less qualified staff will apply at this level.

**Specialist knowledge and skills:** Positions require knowledge and skills for the direction and control of a key function of the employer or major functions within a department. Positions require expert knowledge and skills involving elements of creativity and innovation in addressing and resolving major issues.

**Management skills:** Positions may direct professional or other staff in the planning, implementation and review of major programs, as well as participating as a key member of a functional team.

**Interpersonal skills:** Interpersonal skills in leading and motivating staff will be required at this level. Positions require the ability to negotiate on important matters with a high degree of independence. Positions are required to liaise with the public and external groups and organisations.

**Qualifications and experience:** Specialist tertiary qualifications in an appropriate field of study combined with extensive practical experience in all relevant areas in order to plan, develop and control major elements of work.

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| ***NOTE: THAT SIGNING THE PD INDICATES AN AGREEMENT AND ACCEPTANCE*** ***OF THE CONTENT AS AT THE DATE OF SIGNING*** |

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