

POSITION DESCRIPTION

Position Title	Project Manager - GreenWay Delivery	
Directorate	Asset & Environment	
Section / Location	Urban Design & Project Management TBC /Leichhardt Administration Centre	
Responsible to	Group Manager Properties, Major Building Projects and Facilities	
Position Supervises	Direct: External consultants and contractors/ Inner West Council Staff Indirect: TBA	
Position No.	TBA	Service Centre Grade: Manager Level
Award Band & Level	Band 4, Level 2	
Allowances	Nil	
Status and Hours	Temporary contract up to 4 years on a full time position based on 35 hour week, 19-day month with possible after hours work.	
Legislative requirements	Local Government Act	
Date reviewed: December 2016		Reviewed by: Manager Urban Design & Project Management

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 sq km and employs 1,250 people.

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

Inner West Council is set to deliver some exciting projects, including completion of the Central and Southern Greenway Missing Links. The GreenWay (www.greenway.org.au) is a 5.5km sustainable transport and urban environmental corridor in Sydney's Inner West, connecting the Cooks River to Parramatta River. The corridor contains a variety of community facilities and linked passive and active open space areas. The corridor is also defined by the Inner West Light Rail (9 stops) and Hawthorne Canal. There are five main elements to the GreenWay Program which is primarily funded by the Inner West Council, with support from the City of Canterbury-Bankstown Council and (on an ad hoc basis), various state agencies:-

1. **Urban bush care** - management by community volunteers and council staff of 16 urban bush care sites along the GreenWay;
2. **Active travel** – completion of a continuous 5.5km off-road (or separated) shared walking and cycle path along the corridor (the GreenWay Trail)
3. **Place making** – design and implementation of access, streetscape and public domain improvements at various locations along the corridor, with a particular focus on the 9 Inner West Light Rail stops
4. **Sustainability education** – using the Greenway as an outdoor classroom to teach school and university students about urban sustainability and urban environmental issues and challenges;
5. **Art and community culture** – celebrating the cultural and environmental qualities of the GreenWay through art and community culture.

The principal function of the Greenway Project Manager relates to item 2 above. The position will facilitate the delivery of the Central and Southern Greenway Missing Links, valued at approximately \$15 Million , in accordance with the goals and objectives of key stakeholders, including (but not limited to):-

- Inner West Council and City of Canterbury Bankstown Council
- GreenWay Place Manager
- GreenWay Steering Committee
- Established GreenWay community groups e.g. Inner West Environment Group
- State agencies which own land and assets along the corridor e.g. Sydney Water, RMS and TfNSW
- Some private landowners e.g. Allied Mills (Lewisham West development precinct)

Reporting to the Group Manager, the Project Manager - Greenway Missing Links Delivery will be responsible for the management and implementation of planning, design and construction related activities for the delivery of the Central and Southern Greenway Missing Links (item 2 above).

SELECTION CRITERIA

The Inner West Council has a strong commitment to the principles of EEO, WHS and Sustainability. We value excellence, customer focus, creativity, collaboration, integrity and respect. All employees are expected to demonstrate commitment to these principles in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

ESSENTIAL CRITERIA:

1. Tertiary qualifications in landscape architecture, engineering, project management, or equivalent with a demonstrated record of achievement in financial, people and project management;
2. Demonstrated experience in project management with significant civil infrastructure projects from inception through to commissioning;
3. Ability to manage a diverse range of consultants and contractors to achieve project objectives;
4. Experience in tender assessment, contract management and contract administration meeting to ensure the project meet time, cost, quality, WHS and environmental guidelines;

5. Strong communication, business writing, presentation, stakeholder engagement, networking skills and demonstrated ability to collaborate with diverse internal and external stakeholders;
6. Managing project risks and issues, including the development of contingency plans;
7. Current C class Driver's licence
8. Current WorkCover WH&S Construction Induction Card (White Card)
9. Knowledge and understanding with a commitment to implement Equal Employment Opportunities (EEO) & Work Health & Safety (WH&S) principles.

DESIRABLE CRITERIA:

1. Post graduate qualifications in project management;
2. Membership, or ability to become a member, of a relevant professional body;
3. Ability to develop and implement projects within a politically sensitive environment.

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

1. Use the range of project controls and tools to ensure the Central and Southern GreenWay Missing Links are managed through design development and delivery, including the preparation and use of contracts, understanding technical specifications and specific technical/construction advice;
2. Preparation of consultancy briefs, engagement of consultants, carrying out background investigations, analysis, and reporting on matters requiring the input by the project manager.
3. Assisting consultants and other council staff in the planning and completion of project related tasks to deliver the Greenway Missing Links;
4. Manage and control the design review process of all the Greenway Missing Links to ensure continuity and consistency with the design outcomes;
5. Monitor financial aspects of the Greenway Missing Links to ensure that they are developed and delivered within agreed budgets; maintain all reporting requirements to ensure compliance with the Project Control Group;
6. Lead sub-projects including analysis of complex situations and issues to ensure strategies and plans are in place to achieve desired outcomes and act flexibly to achieve the best possible outcomes within resource limits;
7. In collaboration with the Group Manager and Greenway Place Manager, develop and manage effective communication and liaison with all stakeholders to ensure that expectations and agreed priorities are being met; liaise with relevant Council and state agency staff to exchange information, resolve difficulties/ conflicts and maintain progress according to agreed project timetables;
8. Obtain sign off from the Greenway Place Manager to ensure continuity and consistency of the projects;
9. Provide timely, expert and specialist advice and regular management reporting to the Group Manager, GreenWay Place Manager, GreenWay Missing Links Project Control Group and other stakeholders reflecting key issues, performance and progress towards objectives;

KEY CHALLENGES:

- Manage and prioritise the development and delivery of multiple small to medium-scale design and construction projects to complete the GreenWay Central and Southern Missing Links;
- In collaboration with the Group Manager, GreenWay Place Manager and other senior staff, coordinate interactions with relevant council and agency staff engaged in various projects in the vicinity of the GreenWay to achieve efficient, integrated outcomes;
- Balancing competing pressures on project scope, performance, cost, program, risk while meeting stakeholder and community expectations and agreed timeframes;

WORK HEALTH & SAFETY (WHS) RESPONSIBILITIES PROJECT MANAGER

WORK HEALTH AND SAFETY

All employees of the Inner West Council are required to participate in the Council WH&S Management Program.

Specifically, this means performing your work in a safe manner and monitoring your workplace for hazards or risks.

You must take reasonable care for your own health and safety and for those who may be affected by what you do or fail to do in the workplace.

You must cooperate with actions taken by the Council to comply with WH&S legislation and not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety and welfare.

RISK MANAGEMENT OF INNER WEST COUNCIL ASSETS

All employees of the Inner West Council are accountable for the management of risk within their own areas of responsibility. Risk includes, but is not limited to:

- Injury to persons or damage to the property of members of the community.
- Environmental risks.
- Damage or unauthorised entry to the Council's buildings and damage to its equipment.
- Loss of the Council's reputation as a good corporate citizen.

To assist you in meeting this responsibility the following policies and procedures have been established which you are required to familiarise yourself with and observe:

- The Risk Management Policy located on the Inner West Council intranet.

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements. 	<ul style="list-style-type: none"> Evidence of promotion of, and conformance with, Council policies and procedures
<ul style="list-style-type: none"> Ensuring regular monitoring of Health and Safety performance in the area of their responsibility. 	<ul style="list-style-type: none"> Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. Analysis of accident/incident trends Regular team meetings Use of the hazard reporting process
<ul style="list-style-type: none"> Commitment to WH&S 	<ul style="list-style-type: none"> Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc
<ul style="list-style-type: none"> Undertaking accident/incident investigations 	<ul style="list-style-type: none"> Evidence of documented and signed accident investigation forms
<ul style="list-style-type: none"> Liaising with Health and Safety representatives in relation to workplace Health and Safety issues. 	<ul style="list-style-type: none"> Regular meetings with WH&S rep
<ul style="list-style-type: none"> Improving health and safety performance 	<ul style="list-style-type: none"> Initiating action based on audit, inspection results and feedback from staff

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Undertaking regular inspections to assist in the identification of hazards 	<ul style="list-style-type: none"> Development of a schedule of inspections Completed inspections
<ul style="list-style-type: none"> Attending health and safety meetings 	<ul style="list-style-type: none"> Evidence of signed/ documented minutes
<ul style="list-style-type: none"> Providing new employees with Health and Safety induction training and specific job training where required 	<ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees
<ul style="list-style-type: none"> Facilitating rehabilitation for injured employees 	<ul style="list-style-type: none"> Evidence of signed return to work programs Selected duties register
<ul style="list-style-type: none"> Ensuring employee awareness of Health and Safety management systems and specific workplace hazards 	<ul style="list-style-type: none"> Regular documented meetings with staff Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff
<ul style="list-style-type: none"> Providing a clear definition, in writing, of all work procedures 	<ul style="list-style-type: none"> All work instructions are documented and provided to staff with explanation.
<ul style="list-style-type: none"> Developing health and safety procedures 	<ul style="list-style-type: none"> Development of specific procedures where required
<ul style="list-style-type: none"> Knowledge of WHS and related legislation 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the **Project Manager- Greenway Delivery** as detailed in this document.

Signature:

Date: / /