

# Position description

## Project Manager - Water

Division:	<b>Infrastructure and Engineering Services</b>
Department:	<b>Water Project Delivery</b>
Reports to:	<b>Coordinator Water Project Delivery</b>
Number of direct reports:	<b>Nil</b>
Location:	<b>Yalawanyi Ganya, Taree</b>
Grade:	<b>11</b>
Employment status:	<b>Permanent Full Time</b>
Hours of work:	<b>35</b>
Date approved:	<b>May 2023</b>

### Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

### Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

<b>Wellbeing</b>	We value safety, security, health and happiness
<b>Integrity</b>	We are open, honest, accountable and take pride in all we do
<b>Sustainability</b>	We use efficiencies, innovation and cooperation to achieve sustainable results
<b>Respect</b>	We work together respectfully ensuring inclusion, equality and open communication

### Position Overview

This position sits within the Water Project Delivery department of the Infrastructure & Engineering Services division and is a key member of the Capital Works – Water Team.

The Project Manager – Water is responsible for:

- Managing the delivery of projects for Council’s Capital Works Program for Water and Sewer Infrastructure
- Starting with the agreed Project Charter, this position is involved with the projects through detail design, project planning, Implementation and finalisation phases
- Deliver a range of large and small projects which are related to water and sewer infrastructure assets.

- Sole responsibility for some complex projects as delegated by the Coordinator Water Project Delivery and contribute to other projects as required.

## Key Accountabilities & Duties

- Provide project delivery services, including but not limited, to project management, procurement management (including tendering), contract management, project budget management, risk management, project reporting, project finalisation, project surveillance, stakeholder liaison and project record management, State and Federal Government funding requirements, Council's policies, processes and procedures, in an effective and efficient manner to provide high quality outcomes.
- Manage a number of complex projects concurrently that individually are at different stages of the project delivery pipeline and contribute to the delivery of other projects as directed by the Coordinator Water Project Delivery
- Effectively liaise and collaborate with key internal stakeholders/resources (e.g. design, environmental, surveillance and operations) and your supervisor/manager to ensure the appropriate people are kept up to date with the projects allocated to you.
- Participate in the concept design phase of projects and ensure the projects are delivered as per the concept designs developed by the Water Assets and Planning teams.
- Review and coordinate project designs including safety in design workshops to ensure that the full range of construction and operational risks has been identified and addressed.
- Research and maintain the project documentation ensuring implementation of Water services project management processes and procedures, including the project management plan and project gateway process to ensure MidCoast Council interests are protected.
- Prepare monthly project status reports updating overall status on budget, cashflows, activities, schedule, risks and issues providing updates, advice and decision support to Coordinator and Manager Water Project Delivery
- Prepare briefs, tenders, contract documentation, construction estimates and tender evaluation plans.
- Manage design and construction contracts for assigned projects as required, including to act as the contract superintendent's representative for a selected range of Australian standard contracts.
- Provide a high level of customer service to the community, internal stakeholders and other customers to ensure Customer Service Charter levels are maintained.
- Provide specialist advice to junior members of the team to ensure staff within the team are supported and the Capital Works – Water team are striving for best practice within the industry.
- Commit to continuing professional development around the knowledge required to perform as a Project Manager – Water in the Capital Works – Water Team.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation including ensuring compliance by contractors delivering projects. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.

- Other duties within the employee's skill, competence and training level, as required to meet business needs.

## Selection Criteria


1. Degree level qualifications (or considerable relevant tertiary education coupled with substantial relevant experience) in one of Mechanical, Process/Chemical, Civil Engineering, Construction Project Management or a similar field.
2. Relative experience and demonstrated achievement in the coordination and delivery of Water and Sewer infrastructure project delivery related services, expertise and advice, within financial and time constraints, operating across a diverse organisation.
3. Demonstrated knowledge of the professional and legislative requirements within the scope of the role, including current Engineering Standards, Local Government Act, Environmental Planning and Assessment Act, Environmental Legislation and related Regulations and Codes.
4. Demonstrated experience in contract management including supervision of contractors and consultants.
5. Excellent communication and interpersonal skills that include the ability to support and coordinate multi discipline groups, influence stakeholders, resolve conflict and negotiate outcomes.
6. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
7. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
8. Current Class C Drivers Licence.




## Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 <b>Personal attributes</b>	<b>Manage Self</b>	<b>Advanced</b>
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
	<b>Communicate and Engage</b>	<b>Adept</b>

 <b>Relationships</b>	Community and Customer Focus	Adept
	<b>Work Collaboratively</b>	<b>Advanced</b>
	Influence and Negotiate	Adept
 <b>Results</b>	<b>Plan and Prioritise</b>	<b>Advanced</b>
	Think and Solve Problems	Adept
	Create and Innovate	Intermediate
 <b>Resources</b>	<b>Deliver Results</b>	<b>Advanced</b>
	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	<b>Procurement and Contracts</b>	<b>Advanced</b>

## ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee Name:

Employee's Signature:

Date:

## HR USE ONLY

Is a Working with Children Check required for this position?

Yes ☐ No ☒

Is a criminal record check required for this position?

Yes ☐ No ☒