

# Position description

## Project Manager

Division:	<b>Liveable Communities</b>
Department:	<b>Community Spaces Recreation and Trades</b>
Reports to:	<b>Grants and Assets Coordinator</b>
Number of direct reports:	<b>Nil</b>
Location:	<b>Taree/Forster</b>
Grade:	<b>10</b>
Employment status:	<b>Permanent Full-Time</b>
Hours of work:	<b>35</b>
Date approved:	<b>January 2020</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 Community Spaces, Recreation and Trades (CSRT) Department and is responsible for planning, project implementation, delivery and finalisation of multiple construction projects. The position will embrace organisational efficiency and cultural change to deliver high level customer service outcomes.

## Key Accountabilities & Duties

- Ensure all projects are in accordance with Plans of Management for Council and Crown recreational and community land.
- Co-ordinate the preparation of plans, estimates, documentation approvals and the supervision of the construction of capital improvements to Parks, Building and Recreational Services.

- Develop and administer service delivery agreements for capital/maintenance works in Parks and Recreational Services including contract management.
- Prepare, submit and administer external government grant funding in addition to the implementation of successful applications.
- Prepare and administer expenditure for area of operation.
- Attend to customer enquiries and requests for services and provide technical information and support as required.
- Deliver capacity building programs to community management committees and Council Volunteer organisations relating to relevant asset management.
- Ensure Councillors, staff and the community are aware of the needs, issues and achievement of the CSRT team.
- Conduct research into community needs and consultation on proposals for recreation provision.
- Special areas of operation.
  - Project Management.
  - Contract Management.
- 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. 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. Tertiary level qualifications or relevant experience in Project Management, Contract Management, Recreation, Open Space Management, Natural Resources or similar field.
2. Previous experience in delivering CAPEX programs and projects.
3. A proven capacity for quality customer service through development and implementation of stakeholder engagement strategies and processes.
4. Sound Knowledge of Tendering Guidelines for NSW Local Government, Local Government Procurement guidelines and associated legislation. Understanding of AS and Procurepoint contract conditions.
5. Demonstrated high level written and verbal communication skills and the ability to liaise with all levels of Council staff, Government and the community.
6. Well developed research, analytical, presentation and organisation skills.
7. Proven project management and contract management skills.
8. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.





9. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
10. 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
 Personal attributes	<b>Manage Self</b>	<b>Advanced</b>
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	<b>Communicate and Engage</b>	<b>Advanced</b>
	<b>Community and Customer Focus</b>	<b>Adept</b>
	Work Collaboratively	Intermediate
	Influence and Negotiate	Adept
 Results	<b>Plan and Prioritise</b>	<b>Advanced</b>
	Think and Solve Problems	Adept
	Create and Innovate	Intermediate
	Deliver Results	Adept
 Resources	<b>Finance</b>	<b>Adept</b>
	Assets and Tools	Foundational
	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'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 ☒