

Position description

Senior Project Manager

Division:	Infrastructure and Engineering Services
Department:	Projects and Engineering
Reports to:	Team Leader Project Delivery
Number of direct reports:	Nil
Location:	Taree
Grade:	11
Employment status:	Permanent, Full Time
Hours of work:	35
Date approved:	January 2020

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.

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

Position Overview

This position is the senior project management role within the Project Delivery team and is responsible for the provision of project delivery related services, expertise and advice.

Key Accountabilities & Duties

- Provide effective and efficient project management to successfully deliver public civil infrastructure (predominantly transport assets) within agreed budgets, time frames and service levels.
- Demonstrate expertise in project delivery services including but not limited to project development, milestone reviews and reporting, procurement and tendering, contract administration, budget management, project reporting, project finalisation, project surveillance, stakeholder liaison, program management and project record management.

- Provide effective Program Management for capital works programs to ensure timely delivery, including reporting to external bodies. Proactively coordinate design and development components of future projects to ensure they are ready for delivery in programmed year.
- Contribute to Council's engineering standards, practices and processes relating to project delivery to assist in their continuous review, improvement, documentation and currency.
- 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. Degree level qualifications in Civil Engineering, Project Management or a similar field.
2. Extensive experience and a record of achievement in the coordination and delivery of transport 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, Roads Act, Environmental Planning and Assessment Act, Environmental Legislation and related Regulations and Codes.
4. Excellent communication and interpersonal skills that include the ability to support and coordinate multi discipline groups, influence stakeholders, resolve conflict and negotiate outcomes.
5. Well developed written communication skills, including the ability to prepare reports.
6. Demonstrated experience in budget management.
7. Problem solving skills of a high order.
8. Demonstrating experience in coaching and mentoring others in a team.
9. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
10. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
11. 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
	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Advanced
	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Intermediate
	Plan and Prioritise	Advanced
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
	Finance	Adept
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Advanced

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 ☐