

# Position description

## Manager Water Project Delivery

Division:	<b>Infrastructure &amp; Engineering Services</b>
Department:	<b>Water Project Delivery</b>
Reports to:	<b>Executive Manager Water &amp; Systems</b>
Number of direct reports:	<b>4</b>
Location:	<b>Taree</b>
Employment status:	<b>Permanent Full Time</b>
Grade:	<b>15</b>
Date approved:	<b>March 2021</b>

### Our Mission

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

### Our Organisational Vision

“Our vision is to be a high performing organisation where we are always striving to be better. One where we work collaboratively and are trusted.”

### Better Every Day

### 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

Reporting to the Executive Manager Water & Systems, the Manager Water Project Delivery will lead the Water Project Delivery Department. The Manager is responsible for providing leadership, direction and management to the Water Project Delivery team to ensure the achievement of outcomes in line with organisational strategies, objectives, vision and values.

The Manager is a member of the Water Leadership Team and Organisational Leadership/Management Team.

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The Water Project Delivery team is responsible for:

- Coordination of internal/external design and/or construction projects to ensure they meet the required specifications and delivery timeframes
- Coordinate design review, risk management, stakeholder and operator workshops to ensure designs are ready to go to tender with the full engagement of other workgroups and teams.
- Ensuring major infrastructure construction projects are completed according to plan and to specification incorporating WH&S, environmental, quality, cost, and program.
- Delivery of water & sewer constructions projects by day labour and contract resources.
- Drawing file management
- Coordination of the Capital Works Committee including portfolio management of monthly reporting, quarterly reviews, budget reviews, carryover reports & DPOP reports.

## Key Accountabilities & Duties

### *Strategic Responsibilities*

- Strategic management of the Department including people management and financial management.
- To lead the development and implementation of strategy and policy for our capital works programs consistent with Council's objectives, DPOP, Strategic Business Plans, IWCM's, DWQMS and other service delivery priorities.
- To provide strategic leadership which results in the best outcomes for the community in relation to capital works programs
- Action the strategic direction of Council, by ensuring programs and projects support the sustainable achievement of Council objectives
- Apply your understanding of political, social and legal influences in conjunction with positive organisational culture to all initiatives and actions
- Role model collaborative behaviours and support leadership across Council divisions which support the development of a positive organisational culture capable of successfully delivering our outcomes
- Provide best practice and timely advice to Executive Manager's and Director.

### *Specific Responsibilities*

- Provide leadership, support and direction to the Department including coaching and development of staff, work planning, performance management, change management and staff recruitment.
- Coordinate the internal & external design program for projects to ensure the required specifications and timeframes for delivery are met
- Coordinate the capital works committee including project, program, and portfolio level project reporting for all projects in the Water or Sewer program.
- Manage allocated water & sewer projects to ensure compliance with all relevant legislative requirements including but not limited to:
  - Review of external designs (throughout the tender process where necessary)

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- Ensuring major infrastructure construction projects are completed according to plan, specification and budget in accordance with the project management framework including gateway reporting structure.
  - Monitor and authorise claims for contract payments to ensure that appropriate project milestones have been achieved
  - Monitors and controls project variations to ensure the project and legal interests of Council are protected
  - Effectively manage Council's staff, plant and equipment resources to ensure the effective delivery of services related infrastructure Construction
- Provide leadership, influence and direction on projects that develop and improve Council's infrastructure
  - Coordinate cross sectional and divisional engagement within Council to determine and deliver projects
  - Constructively contribute as a member of the Management Team.
  - Proactively contribute towards development of the Drinking Water Quality Management plan and completion of allocated actions.
  - Initiate, support and champion change and assist the Department to accept and engage with organisational change.
  - Contribute to the delivery of organisational outcomes and ensure delivery of the Water Project Delivery Department Operational Plan.
  - Ensure the Department provides a high level of customer service to the community, internal stakeholders and other customers.
  - Ensure compliance with relevant legislation and statutory requirements.
  - Support and contribute to a culture of continuous improvement.
  - Role model and encourage behaviours that align with Council's Organisational Values.
  - 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.

### Essential Requirements

1. Tertiary qualifications in Engineering or a discipline related to the role, with post graduate qualifications being highly desirable
2. Extensive experience in infrastructure construction project management, design and Water and Sewerage construction in a senior engineering or management role. Water utility or local government experience will be highly regarded.
3. Demonstrated working knowledge of process, electrical, mechanical, instrumentation & control, communications and structural engineering in a water/sewer context and a

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proven ability to integrate these disciplines into successful project design, construction, commissioning and ongoing operation.






4. A highly developed and innovative approach to water and sewer projects and a proven track record of managing successful construction programs
5. Highly effective and developed negotiation and influencing skills, with demonstrated experience building trust between internal and external stakeholders to inform policy implementation and gain commitment to implementation of outcomes
6. Demonstrated capacity to analyse and solve problems and use judgement and conceptual skills to make sound and merit-based decisions in a complex environment
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>

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	<b>Demonstrate Accountability</b>	<b>Advanced</b>
 Relationships	Communicate and Engage	Advanced
	<b>Community and Customer Focus</b>	<b>Advanced</b>
	Work Collaboratively	Advanced
	Influence and Negotiate	Advanced
 Results	Plan and Prioritise	Advanced
	<b>Think and Solve Problems</b>	<b>Highly Advanced</b>
	Create and Innovate	Advanced
	Deliver Results	Advanced
 Resources	Finance	Advanced
	Assets and Tools	Advanced
	Technology and Information	Adept
	Procurement and Contracts	Adept
 Workforce Leadership	<b>Manage and Develop People</b>	<b>Advanced</b>
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Adept
	<b>Lead and Manage Change</b>	<b>Advanced</b>

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### 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 ☒