

Melton City Council

Project Management Office (PMO) Lead – Capital Projects

Position Description

PD: 00578

A vibrant, safe and liveable
City accessible to all

1. Position details

Position Title	Project Management Office (PMO) Lead – Capital Projects
Directorate	City Delivery
Business Unit	Capital Delivery
Position Classification	Band 7
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022 - 2026 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Manager Capital Delivery
Supervises	PMO Analyst(s)
Internal liaisons	<ul style="list-style-type: none">• Senior Portfolio Leads – Capital Delivery• ePMO• Finance• Executive• Project Owners from various Service Units• Project Staff
External liaisons	<ul style="list-style-type: none">• Contractors and Consultants• Government Agencies

3. Our Organisation

1. Council Values

Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

4. Child Safe Environment

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at



the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.

5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

4. Position objectives

- Play a pivotal role in overseeing and managing the Capital Delivery project portfolio of the council while responsible for establishing and maintaining effective project management practices, ensuring alignment with organizational objectives, and supporting the team in delivering projects on time, within scope, and within budget.
- Provide strategic advice, financial and contract management and tender administration support in relation to the project management of capital projects that relate to all existing and future Council infrastructure assets.

5. Key responsibility areas

- Undertake all tasks necessary for the successful program and management of capital programs development, programming, design, construction, change process and handover of same.
- Develop and implement strategic project management plans to support the council's construction initiatives, ensuring alignment with organizational goals and objectives
- Establish and maintain robust project governance frameworks, including project charters, risk management plans, and communication strategies, to ensure transparency, accountability, and effective decision-making throughout the project lifecycle.
- Implement quality management processes and standards to monitor and evaluate the performance of construction projects, ensuring compliance with relevant regulations and standards.
- Develop and maintain project performance metrics and reporting mechanisms to track progress, identify areas for improvement, and communicate project status to key stakeholders.
- Provide budgetary control and provide regular reports to Council, Executive, Project Sponsor and Project Owner on all aspects of assigned programs and projects.
- In conjunction with relevant managers provide strategic input into to the development of Council's ten year capital works program.
- Lead continuous improvement initiatives with the EPMO, identifying opportunities to streamline processes, enhance efficiency, and drive innovation in project management and construction delivery practices.
- Allocate and manage resources effectively, including personnel, budget, and equipment, to support the successful delivery of construction projects.

6. Accountability and extent of authority

- Support the complete delivery of Council's capital programs and projects with values up to \$100M in accordance with approved Business Cases and the Project Management Framework.

- Responsible for ensuring that the key responsibility areas are achieved and carried out in a professional manner with regular reporting and that professional practises are implemented, consistent with Council policies and corporate objectives.
- Responsible for programming their own works/projects following established procedures and practices, also provide input into the development of policy.
- Responsible for the completion of allocated/scheduled works within budget allocations and timelines.
- Monitor the progress of various contracts, including approved variations and contract payments in accordance with Council's Policies.
- Manage expenditure for capital projects and designated works and prepare regular reports to ensure achievement of goals and objectives.
- Provide strategic advice on programs and projects to a range of internal stakeholders including Council and Executive.
- Operate with significant autonomy and discretion for day-to-day decision under the broad direction of the Manager Capital Projects.
- Exhibit a strong dedication to Work Health and Safety (WHS) accountability by adhering to pertinent WHS regulations, policies and procedures, actively fostering a secure work environment, and proactively mitigating potential workplace risks.

7. Judgement and decision making

- Authorise expenditure within financial delegation or recommend authorisation in excess of financial delegation in accordance with Council's Procurement Policy, Purchasing Procedures manual and allocated budget.
- The work will include specialised processes and procedures that involve methods and techniques developed from theory or precedent.
- Develop and contribute to the development or review of organisational policies and procedures related to organisational change management and program and project delivery.
- Investigate and resolve complex issues and problems which may involve an unspecified range of options to ensure risks associated with program and project delivery are mitigated.
- Guidance is not always available within the organisation.

8. Specialist skills and knowledge

- Diverse knowledge of portfolio, program and project management including recognised project management methodologies such as Prince2, PMBOK and P3O.
- Diverse knowledge of organisational change management including recognised change management methodologies.
- Understanding of the long-term goals of the Council and of its values and aspirations and of the legal and political context in which it operates.
- Comprehensive knowledge of contract delivery models and procurement methods with the ability to apply these to ensure the best project outcomes for Council.
- Comprehensive knowledge of contract law and how it applies to large scale projects.
- A sound understanding of financial management relevant to project delivery in the context of Council's overall budget.
- Evaluate a range of options and prepare a Business Case for large complex projects.

- Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures may be required.
- Diverse knowledge and working application of a range of relevant IT software packages such as project management, financial, MS Office, GIS, CAD and document control packages.

9. Management skills

- Manage own time, establish priorities, plan and organise own work and that of others in an environment of competing priorities.
- Excellent team leadership skills and ability to mentor the personal and professional development of staff working in project teams.
- Work alone while still contributing to team goals, projects and programs.
- Identify project outputs that will deliver outcomes and benefits directly linked to the achievement of Council's strategic goals and objectives.

10. Interpersonal skills

- Well-developed interpersonal, written and oral communication skills including the ability to present to Council, Executive, staff, government and a range external stakeholder.
- Persuade, convince and negotiate with a wide range of internal and external stakeholders.
- Motivate and mentor staff within the team and external to the team through project working groups and project control groups.
- Be assertive, remain composed, be courteous, positive and professional in dealings with government, consultants, contractors and a range of other external stakeholders.
- Lead, embrace and foster significant organisational change in an innovative, diverse and expanding work environment and rapidly growing municipality.
- Contribute to both team and organisational goals.

11. Qualifications and experience

- Tertiary qualifications plus post graduate qualifications in engineering, building, project management or equivalent, or qualifications in another field with several years of subsequent relevant experience, alternatively lesser formal qualifications with extensive and relevant diverse experience in all aspects of program and project management.
- Extensive experience in program and project management of local government infrastructure projects.
- Extensive experience in contract management, negotiation and dispute resolution of large-scale local government infrastructure projects.
- Extensive experience in change management in large organisations including the use of recognized change management methodologies.
- Experience in working with and contributing to multi-tasked team outcomes and work environment.
- Current valid white card (construction induction training).
- Current valid Victorian driver's licence.

12. Key Selection Criteria

1. Tertiary qualifications plus post graduate qualifications in engineering, building, project management or equivalent, or qualifications in another field with several years of subsequent relevant experience, alternatively lesser formal qualifications with extensive and relevant diverse experience in all aspects of program and project management.
2. Extensive experience in program and project management of large-scale local government infrastructure projects.
3. Extensive experience in change management in large organisations including the use of recognized change management methodologies.
4. Well-developed interpersonal, written and oral communication skills including the ability to present to Council, Executive, staff, government and a range external stakeholder.
5. Ability to develop budgets and evaluate business cases and monitor and report on significant expenditure to ensure that projects are delivered within allocated budgets

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Director City Delivery

Approved by Position Title

March 2024

Date Approved

Incumbent's name

Signature

Date