



Position Title:	Project Manager – Buildings and Contracts		
Position Code:	T019	Evaluated:	14/07/2020
Award Classification:	Band: 3	Level:	2
Salary System Grade:	Grade: 5	Minimum Level:	Entry
Approved:	Matthew Lysaught	Date:	14/07/2020

Primary Purpose of the Position

The Project Manager will be responsible for project management of capital community infrastructure projects to be delivered over the next 2 years. This includes coordination of investigation, design and construction of projects to meet the objectives of Council and the community. Reporting to the Manager Works, Property and Building Services, this position will work closely with Building Surveyors and Planners to support the approvals process and meet all compliance requirements. This position will liaise with contractors to prepare, review and negotiate contracts, ensuring compliance with Council’s procurement policies and procedures.

Job Specific Key Accountabilities



The following Job Specific Key Accountabilities provide a high level description of the outcomes that the incumbent of this position is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council’s **Our People Capability & Behaviour Framework**:

1. Deliver major projects within agreed budgets and timeframes and ensure the development of effective project plans and monitor regularly.
2. Work closely with planners and building surveyors to support the development approval process and meet regulatory compliance for projects and assist in the preparation of environmental impact assessments and Review of Environmental Factors (REF).
3. Organise tender documentation, quotations, and contract documentation to meet project and service objectives, within agreed quality, cost and time requirements.
4. Supervise, monitor, and manage all relevant contract specifications and documentation.
5. Ensure all relevant work health and safety documentation, such as safe work method statements, project site inductions, and toolbox meetings, are current and accurate, and appropriate records are maintained. Ensure that the investigation of injuries and incidents are carried out in a timely manner, and that agreed and authorised improvements are implemented and closed off.
6. Ensure asset information, works as executed plans, and operating procedures are appropriately recorded and disseminated to the organisation.
7. Assist in the assessment of project milestones, financial claims, and grant acquittals.
8. Provide oral and written advice to management; execute discretion in accordance with the various Acts and Regulations and provide information on the implementation of major projects and works to the Manager Works, Property & Building Services, General Manager, and Council.
9. Any other such duties that are commensurate with the employee’s skill level, competency and training.



Key Capabilities

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This position requires the following level of capabilities and behaviours in accordance with the Framework:



The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this position and should be read considered alongside the Job Specific Key Accountabilities:

Muswellbrook Shire Council Capability Framework	
Group and Capability	Capability & Behaviour Descriptors
<p>Effective Communication - Listen, interpret and convey information in a clear and respectful manner</p>	<ul style="list-style-type: none"> ▪ Pitch communication delivery to the audience and setting and clearly explain complex concepts ▪ Encourage and facilitate productive discussions with employees and stakeholders ▪ Encourage the prevention of non-productive conflict and communicate with all parties through the process of resolving the conflict
<p>Achievement - Achieve quality outcomes in line with organisational objectives</p>	<ul style="list-style-type: none"> ▪ Identify resource needs and take responsibility for delivering quality outcomes within budget, acceptable standards and timeframes ▪ Consider team and organisational objectives when prioritising work ▪ Anticipate, identify and address process improvements and select the most effective solution
<p>Accountability - Be responsible for own actions, act within levels of authority, and understand and apply legislative frameworks and policies</p>	<ul style="list-style-type: none"> ▪ Demonstrate accountability and set an example for others ▪ Support the consistent application of delegations of authority, legislative frameworks and policies ▪ Identify and implement safe work practices, and apply a systematic risk management approach to operations



Key Tickets, Qualifications and Other Skills

1. Tertiary Qualifications (Degree) in Engineering or Project Management equivalent and/or equivalent work experience.
2. Skills and experience in the use of MS Project or equivalent
3. Class C Drivers Licence
4. Working knowledge of the relevant and applicable NSW legislation; e.g. tendering regulations in the NSW Local Government Act; EP&A Act; Heritage Conservation; and Building Code of Australia (**desirable**)
5. Advanced working knowledge of Aus-Spec and RMS design and construction specifications; in particular building design and construction guidelines and specifications (**desirable**)
6. Demonstrated experience and/or capability to deliver the Job Specific Key Accountabilities (above).
7. Demonstrated Advanced key capabilities as defined in the Key Capabilities Table (above).