



Position Description

Non-supervisory Employees

Position Title	Project Manager
Section	Infrastructure Planning
Division	Infrastructure
Reports to	Transport and Stormwater Planning Manager
Grade	17
Employment Status (FT/PT/Casual/Temp)	Full Time - Temporary (Up to 2 Years)

Position purpose

Manage assigned projects in accordance with Council's Project Management Framework to ensure their successful completion.

Position specific responsibilities

The key duties you are expected to perform in your role.

- Undertake all aspects of project management, in line with Council's Project Management Framework, including developing project briefs and scopes to ensure the successful completion of assigned projects.
- Undertake research, site inspections and investigation to assist in the development of project scoping documents.
- Liaise with Council staff and other stakeholders in relation to assigned projects.
- Directly manage contractors and consultants to ensure the successful delivery of assigned projects.
- Coordinate and manage project stakeholders as required in the delivery of projects.
- Develop and keep updated project management plans.
- Undertake regular progress reporting, both verbal and written, on assigned projects.
- Undertake briefings to stakeholders on assigned project as required or when directed.
- Coordinate internal working groups on assigned projects as required.
- Comply with and enforce adopted Council Policies and Procedures.
- Collect, store and analyse various types of project data generated by assigned projects in accordance with Council Policy and Procedures.
- Any other related duties as directed.



Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

Values-based behaviours for Non-Supervisory Employees

Values	Expected Behaviour
Communication	<ul style="list-style-type: none">• I communicate with respect• I constructively contribute to team meetings, toolbox talks and conversations• I share information and ideas with colleagues• I ask questions if I don't understand
Accountability	<ul style="list-style-type: none">• I always work in a safe manner, looking after my own safety and the safety of those around me• I am responsible for my own actions• I take initiative to progress my own work• I follow through on my work commitments
Professionalism	<ul style="list-style-type: none">• I treat others with respect• I complete my work to the best of my ability• I take pride in my work• I am flexible and responsive to changing work priorities and issues
Integrity	<ul style="list-style-type: none">• I act honestly• I understand and follow the law, rules, policies, guidelines and the Code of Conduct• I treat others the way I wish to be treated• I contribute positively to our work
Teamwork	<ul style="list-style-type: none">• I look for, and am open to, new and better ways of doing things, together• I am an engaged and enthusiastic team player• I step in to help others when workloads are high• I cooperate with my team members and supervisors



Document Endorsement

Date 08.04.2019

Group Manager Transport and Stormwater Network

Date 15.04.2019

Director Infrastructure

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name

Employee Signature

Date
