

POSITION DESCRIPTION	
<b>Title:</b>	<b>Senior Project Delivery Officer</b>
<b>Group:</b>	<b>Asset Strategy</b>
<b>Reports to:</b>	<b>Manager Projects</b>
<b>Grade:</b>	<b>20</b>
<b>Position Allowances:</b>	<b>May be eligible for Civil Liability Allowance (CLA)</b>
<b>Hours:</b>	<b>35 hours per week</b>
<b>Number of Direct Reports:</b>	<b>1</b>
<b>Number of Indirect Reports:</b>	<b>Nil</b>
<b>Vehicle:</b>	<b>Yes, Category A or B</b>
<b>Position Code:</b>	<b>81219</b>
<b>Pre-placement Medical:</b>	<b>Not required</b>
<b>National Police History Check:</b>	<b>Not required</b>
<b>WWCC Check:</b>	<b>Not required</b>
<b>Date Developed:</b>	<b>May 2022</b>
<b>Date Reviewed:</b>	
Position Purpose	
<p>To provide senior level project management services in relation to major new civil infrastructure projects. Responsibilities include managing the design, planning, approvals, communications, documentation and construction delivery stages of significant infrastructure projects whilst applying extensive project management skills and knowledge to ensure that industry best practices are met.</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• Tertiary qualifications at a degree level in a relevant field such as engineering, project management, construction, architecture with extensive relevant experience.</li> <li>• Proven experience in project and contract management relating to multi-million dollar value civil infrastructure or building projects.</li> <li>• Demonstrated experience in leading and delivering effective community consultation for major civil infrastructure projects.</li> <li>• Demonstrated ability to effectively plan and allocate the use of resources to meet the requirements of the project/s.</li> <li>• Demonstrated experience in establishing and managing large project budgets to ensure the project's financial progress of work performed is monitored and managed.</li> </ul>	

- Excellent verbal and interpersonal skills including negotiation, conflict resolution, decision making and the ability to communicate effectively with employees and customers.
- Demonstrated experience in leading, influencing and embedding intended positive change.
- Demonstrated experience in development and review of quality management systems or other business improvement systems.
- Current NSW Driver's Licence – Class C.

**Desirable:**

- Demonstrated knowledge of Local Government activities in particular achieving statutory planning approvals.
- Post graduate qualifications in a relevant field of study.
- Is a member of a professional body or is recognised as a professional practitioner within a relevant field of expertise.
- Demonstrated experience in the management and leadership of staff performance and development.
- Demonstrated experience of working with a Project Management Framework, or other quality management system.

## **Main Activities/Tasks**

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

### **Project Management & Design**

- Overall management and responsibility of the delivery of capital works projects including achievement of all relevant planning and statutory approvals.
- Ensure appropriate allocation of project resources, both internal and external, to successfully deliver (in reference to time, cost and quality) projects contained in Council's capital works program.
- Deliver the capital works program inclusive of the definition, design, procurement, construction and commissioning phases and contribute to the strategic development of the future capital works programs.
- Working closely with the manager to plan the delivery of the capital works program, identifying resourcing requirements to ensure on-time completion of the entire program.
- Peer review and comment on concept drawings, designs and estimates by others in consultation with project delivery personnel to ensure compliance with specifications and constructability.
- Ensure the effective implementation of environmental, natural resource management and planning outcomes (through liaison and negotiation with key stakeholders).
- Act as a contact point for internal and external clients and peers for reference and advice on environmental and legislative planning requirements related to project implementations.

- Ensure infrastructure projects have a strong focus on stakeholder engagement and communication and ensure a high level of community consultation.
- Manage consultants engaged to undertake project support services, including procurement, evaluation and contract administration in accordance with Council's Procurement Policy.
- Check engineering and other designs provided by internal and external sources, ensuring compliance with Council policy, engineering standards and relevant codes of practice.
- Prepare engineering computations, estimates and contract specifications for infrastructure projects in accordance with Council policy, engineering standards and relevant codes of practice.
- Review all design documentation prepared and ensure that it is correct to a high degree of accuracy, suitable for construction and in accordance with all relevant internal/external standards and legislation.
- Effectively liaise with Public Utilities and other Authorities, user groups and Council staff regarding engineering and design matters.
- Highly developed skills in project delivery with detailed knowledge of the contracts, codes or practices.
- Keep up to date with developments in legislation, acts, regulations, Australian Standards and guidelines that relate to construction.
- Undertake post construction reviews and recommend areas of improvement.
- Ability to work independently with minimum supervision on a diverse range of construction projects.
- Plan, evaluate and improve the efficiency of business processes and procedures to enhance achievement of organisational strategies and deliverables.
- Monitor budgets, resource allocation, procurement and capital expenditure across allocated programs and budgets.
- Ensure timely delivery of financial and program reporting.
- Implement and embed intended change when necessary to drive continuous improvement, improved performance and to support service delivery.
- Represent Council in negotiating with stakeholders on strategic outcomes.
- Contribute to development of policies and practices that will improve capital works delivery systems.
- Maintain current knowledge of legislation policy and procedures that impact upon all aspects of project implementation.
- Evaluate and recommend innovative project delivery options.
- Identify, plan and manage project risks.
- Manage budget allocation for assigned projects.
- Financial management including funding submissions, project estimation, budget preparation, monitoring and reporting. Including preparation of regular financial and other status reports for projects.
- Early identification, communication and mitigation of cost, time and quality risks associated with project deliverables.
- Manage and deliver projects within Council's Project Management Framework.

- Monitor project plans to ensure objectives are being satisfied and provide timely advice to the manager on any anticipated delays affecting project commitments.
- Review all project related documentation prepared and ensure that it is correct to a high degree of accuracy, suitable for pricing/tender, construction and in accordance with all relevant standards, policies and legislation and complies with all the requirements of Council's Project Management Framework.

#### **Provide supervision, coaching and guidance to staff/contractors**

- Provide specialist support and guidance to team and others in Council in the areas of contract creation, contract administration and project management.
- Ensure staff/contractors are involved appropriately in decision-making and are informed of relevant decisions.
- Implement and manage communications with staff and contractors including both formal and informal meetings.
- Ensure both staff and contractors receive regular feedback regarding their performance and conduct formal performance and development reviews. Provide guidance and expert support to the Graduate Project Delivery Officer to develop project management skills.

#### **Corporate**

- Adhere to Shellharbour City Council's corporate standards, systems and procedures.
- Participate in the performance and development review process to manage own performance.
- Provide supervision, coaching and guidance to staff/contractors.
- Provide specialist support and guidance to team and others in Council.
- Ensure staff/contractors are involved appropriately in decision-making and are informed of relevant decisions.
- Implement and manage communications with staff and contractors including both formal and informal meetings.
- Ensure both staff and contractors receive regular feedback regarding their performance and conduct formal performance and development reviews.
- Recruiting and training staff within your team as appropriate to ensure staff are operating at the highest level of effectiveness.

#### **Contribute to the overall management of the organisation**

- Assist in the development of and reporting on Council's Community Strategic Plan, the Delivery Program, the annual Operational Plan and budgets.
- Assist in the development, implementation, maintenance of and reporting on Council's management systems including, but not limited to, those addressing asset management, contracts, project delivery, safety and quality.
- Implement and develop corporate Council policies and procedures.
- Prepare and present Council, legislative, technical and performance reports to internal and external customers.
- Maintain currency of professional expertise.
- Assist with Council's audit processes.

- Design and implement effective, efficient and economical risk management and internal control framework that prevents and detects fraud and corruption.
- May be required to act in a more senior role as required.

### **Work Health & Safety**

- Ensure safe working conditions are maintained.
- Provide information, training and appropriate supervision to people in your area of responsibility to enable them to work safely.
- Ensure Shellharbour City Council policies and procedures are communicated, understood and followed.
- Ensure people within area of responsibility know hazards and risks associated with any operation and the method established to eliminate or control risks.
- Ensure all incidents, hazards and near misses are reported and immediately followed up.

### **Fraud and Corruption**

- Ensure internal controls are in place for areas of your responsibility to help detect and prevent corruption and fraud.
- Identify system deficiencies that could facilitate corruption or fraud and take appropriate remedial action.

### **Risk Management**

- Support and promote the accountability of staff to comply with the purpose and intent of Council's policy for the management of risks by ensuring risk management processes are implemented within your area of responsibility.

### **Accountability and Behaviours**

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

### **Organisational Values**

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councillors, Customer and Council.

Shellharbour City Council is currently undertaking a review of its organisation structure. This position has been determined to be required in a new organisation structure. The position could be affected by changes in reporting lines and or directorates as part of the review.