

# POSITION DESCRIPTION

<b>Position Title</b>	Project Manager (temporary 12 months)
<b>Department/Section</b>	Office of the CEO
<b>Reporting to</b>	CEO
<b>Location</b>	65 Homebush Rd, Strathfield
<b>Salary Grade</b>	21

## Organisational Environment and Council Values

Refer to the [Working at Strathfield Council](#) page on our website.

## Organisational Structure

### Department

The Office of the CEO is responsible for the provision of services relating to:

- Executive and Mayoral Support Services, Human Resources, Communication, Events & Engagement, Corporate Strategy & Performance and External Affairs.

### Section

The Major Projects section is responsible for:

- The delivery of all Major Projects for Strathfield Municipal Council.

## Position

The main purpose of the role is to deliver high quality civil capital works projects on time, within budget and to Council's standards and specifications by ensuring the effective and efficient coordination of the day-to-day aspects of allocated projects, monitoring progress and liaising with a multi-disciplinary team involved in a wide range of project tasks.

## Major challenges of the position

The major challenges for the position of are to:

- Deliver project milestones on time in a fluid environment where conflicting priorities may arise.
- Working to strict deadlines in conjunction with internal and external stakeholders.
- Overseeing work delivery on multisite locations.

## Work Health and Safety (WHS) responsibilities

All workers must take reasonable care for their own health and safety and comply and cooperate with reasonable instructions, policies and procedures regarding the safety and health of other persons and workplaces.

Managers and supervisors have a positive duty to exercise due diligence to ensure that Council complies with its safety operations. The employee who occupies these jobs must acquire and keep up-to-date knowledge of Council's work, health and safety systems which include plans, policies and procedures. Managers and supervisors must have an understanding of work health and safety matters within their scope of operations and ensure that processes for compliance are implemented.

All Council workers are expected to:

### **Work Health and Safety**

- Follow safe practices/procedures to perform your duties in a manner, so as affect the health and safety of yourself or others
- Participate in development of safe work procedures and risk assessments with your Supervisor when required
- Actively participate in WHS inductions and training when required
- Wear and use Personal Protective Equipment (PPE) in the prescribed manner and when specified
- Participate in workplace inspections if required
- Use and maintain plant or equipment of any kind, including computer and other telecommunication devices in accordance with instructions and procedures
- Participate in emergency preparedness training, including any required knowledge for business continuity plans
- Report all hazards, near misses and damage as per the SMC reporting procedure
- Participate in accident and incident investigations as required

### **Certificates of Competency / Licenses**

Where required for the position, either by legislation, conditions of employment or through SMC policies and procedures, maintain current certificates, licenses, operative training etc, and advise of any change to these, including vehicle licenses.

### **Injury Management**

- Report all injuries/illnesses that occur at work immediately
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

### **Key Accountabilities**

- Project manage and supervise nominated infrastructure including roads, footpaths, car parks, traffic management devices, laneways, urban streetscape, parks, soil remediation, hazardous materials and other capital improvement projects as necessary to ensure the projects are properly scoped, planned and delivered.
- Collaborate and communicate with delegated representatives from each of Council departments and external stakeholders in planning, design, contracts and construction stages of the projects.
- Subject to project procurement, this position may be required to manage Principal Consultants, Principal Contractors, individual consultants, and / or individual contractors.
- Understand occupational health and safety legislation and ensure obligations are implemented in relation to self and contractors.

- Ensure all works are executed safely and meets the needs of Council's customers with minimal inconvenience or disruption to people and traffic.
- Undertake full scope of tasks associated with contract works, including budget monitoring, supervision and administration duties.
- Monitor project program, scope, costs and maintain a sound financial position for each project and report regularly on expenditure, program, scope and progress.
- Monitor, report and maintain records on works progress, relevant quantities and contract variations.
- Provide input into the development of project management guidelines, standards and associated documentation.
- Liaise with, establish and maintain sound working relationships with other teams in the organisation and external project clients and stakeholders.
- Provide assistance to prepare reports and other correspondence in relation to the matters covered on capital works activities.
- Provide assistance to supervise the work and activities of consultants engaged to carry out specialist activities.
- Undertake technical investigations and report when necessary.
- Respond with a high level of customer service when dealing with enquiries, requests, applications and complaints from the public.
- Undertake such duties as directed by the Chief Executive as appropriate to the position and provide sound and timely advice on matters pertaining to the department.
- Provide input to project annual budget processes.

## Criteria

### Essential

- Degree in Civil Engineering or Construction or equivalent and some relevant experience or lesser formal qualifications with substantial experience in the field of specialist expertise.
- At least 5 years' experience in the project management and delivery of civil infrastructure improvement projects.
- Skills in managing time, setting priorities and planning and organising own work in relation to the supervision of construction works so as to achieve objectives efficiently.
- An understanding of Australian standards, codes of practices and relevant legislation.
- Well-developed verbal and written communication skills including the ability to write reports and prepare external correspondence as necessary.
- Physical ability to enable mobility around construction sites.
- Knowledge of best practice contracting and tendering practices.
- At least 5 years' experience in the application of contracts and in the supervision of contracts including contract documentation and preparation, payment approvals, financial management and performance monitoring.

- Ability to manage, supervise and provide clear direction and instruction to consultants and contractors.
- Sound leadership and motivational skills.

### Desirable

- Local government experience in NSW

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### Approval of Position Description

- This position description has been reviewed and accurately describes the job.
- Job qualifications and accountabilities are relevant to the position.

Employee: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Position Description reviewed:** March 2021