



PROJECT MANAGER

POSITION PROFILE

Division	Asset Strategy and Delivery	Status	Full time, permanent
Unit	Infrastructure Planning and Design	Salary Grade	Grade 12/13
Reports to	Coordinator Infrastructure Planning	Reviewed	October 2023

STRATEGIC INTENT

To manage the planning and delivery of Projects under Council Delivery Program and Operational Plan.

POSITION PURPOSE

Managing the delivery of projects in support of Council's Infrastructure Program across all assets including buildings, roads, parks, marine structures, and public domain. Responsibilities include, but are not limited to:

- Project planning
- Procurement
- Keeping of effective records
- Provision of expert advice
- Contract administration
- Project management
- Stakeholder Engagement & customer service
- Feasibility investigation
- Reporting
- Infrastructure Planning

POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
Manage projects that are delivered in an agreed timeframe, by mitigating delays where possible and communicating delay impacts and gaining approvals for schedule changes.	<ul style="list-style-type: none">▪ Maintaining an up-to-date Project Schedule▪ Ensuring consistency of information across project records including web page, schedule and project database.
Manage projects that are delivered to the agreed scope, managing change requests and approvals to maintain alignment with the projects objectives.	<ul style="list-style-type: none">▪ Maintaining the project change register to reflect approval of the requested changes to scope.
Manage project budgets and costs such that the project is delivered	<ul style="list-style-type: none">▪ Accuracy of initial and ongoing project budget forecasts, cost plans, cash flow and returns.

within an agreed budget. Including estimating, risk assessment, cost reporting, contract administration.	<ul style="list-style-type: none"> Projects are completed within projected costs Compliance with legislative requirements, Council policy and procedures for procurement.
Managing Project Quality through specifying sound engineering in the selection of materials and design and ensuring procurement methodology to certify the product delivery.	<ul style="list-style-type: none"> A measured and consistent approach to inspection and testing of product. A firm standard and enforcement of quality management principles.
Managing communications with project stakeholders including internal clients, the Councillors and the public using well developed Communication Plans and liaising with Council's Communications Team. Collaborate with other organisations via formal and informal networks.	<ul style="list-style-type: none"> Proactive communication of project information to generate understanding and acceptance by stakeholders. Customer Requests are proactively managed. Cooperation from internal and external agencies.
Manage WHS risks on projects in accordance with Councils WHS policies and procedures using sound risk identification and risk mitigation methods.	<ul style="list-style-type: none"> Records of Safety Inspections and Observations. Compliance with WHS Legislation.
Financial Accountability	
This position has been identified as having the responsibility of managing financial transactions for the organisation, as required.	<ul style="list-style-type: none"> In undertaking these duties you are placed in a position of trust and must abide by Council's Code of Conduct at all times. In the event that fraudulent conduct is suspected or identified, relevant processes including disciplinary will be followed, and where appropriate, relevant external agencies may be notified.

SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> Tertiary qualifications in engineering, landscape architecture, architecture, building, project management, related field or extensive experience in the management of projects. Class C Drivers License
	Desirable	<ul style="list-style-type: none"> Design management experience Membership in a Professional Group such as the Australian Institute of Project Management (or similar) Accreditation as a Certified Practicing Project Manager (or similar).

Experience or skills	Essential	<ul style="list-style-type: none"> ▪ Proven leadership skills and experience in client side initiation, planning, managing and delivering a diverse range of construction projects within a complex and dynamic environment context ; ▪ Highly developed skills in monitoring and controlling, program, budget, scope and quality parameters. ▪ Extensive experience in effectively developing and managing cross divisional project teams, relationships with stakeholders, agencies, contractors, consultants and public including governance forums; ▪ Highly developed analytical skills with proven ability to assess risks and develop timely, innovative solutions to meet project objectives ▪ Experience and technical knowledge in preparing briefs, specifications, tenders, and contract administration; ▪ Experience in the assessment of tender submissions and contractor performance; ▪ Excellent written and oral communication and negotiation skills.
	Desirable	<ul style="list-style-type: none"> ▪ Experience in working in the Local Government environment. ▪ Able to lead and motivate project teams in the pursuit of project success; ▪ Demonstrated ability to work within financial, administrative, design, and technical disciplines; ▪ Able to forward plan and anticipate threats/opportunities and respond appropriately; ▪ Able to adapt to a constantly changing work environment; ▪ Strong understanding of BCA, DDA, standards, codes, and practices relating to construction works; ▪ Demonstrated knowledge of the potential legal impacts of exercising project management duties; ▪ Track record in Government procurement and contract administration; ▪ Experience in the development, continuous improvement and change management of new processes and systems including a Program Management Office (PMO) ▪ Sound understanding and experience in the integration of environmental sustainability in project scoping and delivery. ▪ Experience and knowledge of asset planning and lifecycle analysis requirements ▪ Experience and knowledge in monitoring and implementing WHS systems and policies where it relates to operational compliance;

CORE CAPABILITIES

Attributes	<ul style="list-style-type: none">▪ Decision making: Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them.▪ Goals oriented: Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them▪ Critical thinking: Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders.▪ Communication skills: able to articulate complex and technical matters in simple terms.▪ People skills: empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary.▪ Team focussed: Willing to mentor and be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues
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OUR VALUES

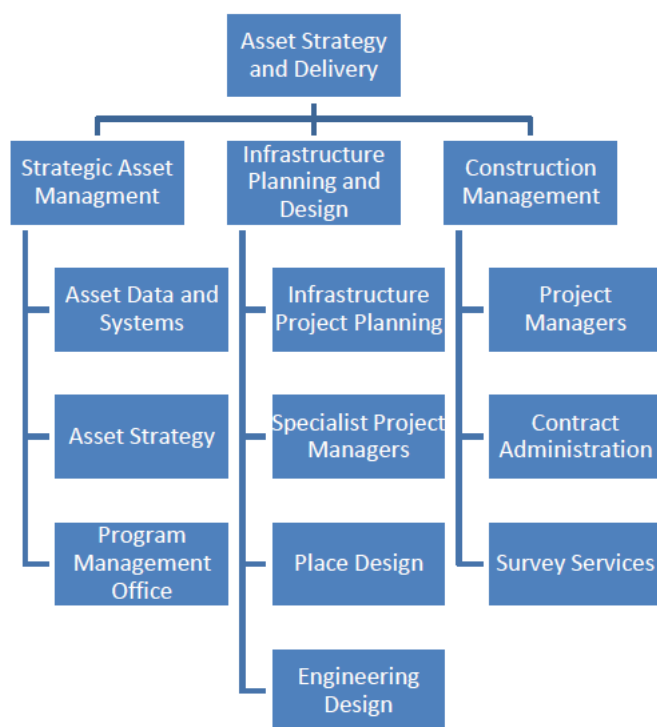
Behaviours	<ul style="list-style-type: none">▪ Collaborate - We are a united team. We work together to deliver great outcomes for our community▪ Achieve - We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community▪ Respect – We communicate openly, act with integrity and are inclusive▪ Evolve – We look for opportunities and embrace change, championing new ideas, and celebrating solutions.
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CORPORATE OBLIGATIONS

Employees	No direct reports. Unit structure attached.
Delegations	Authority to operate within the Delegations attached to the position. Authority to authorise purchase orders to \$25,000.00 inclusive of GST.
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
Financial Management	Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.

Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
Workplace Behaviour & EEO	All activities must comply with Council's Workplace Behaviour Guidelines.
Enterprise Content Management	Comply with Council's Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate
Customer Focus	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
Procurement	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement

STRUCTURE



SPECIFIC CONDITIONS OF EMPLOYMENT

Terms of Salaried Staff Enterprise Agreement, as may be varied from time to time.
35 hour week, 19 day month.

Occasional requirement to attend meetings out of hours (e.g. Community Consultation, Council Committees, Chamber of Commerce Meetings) on projects. Accrual of Time-in-lieu or overtime payment available for additional hours worked subject to agreement of the employee.