



Waterways Project Manager

POSITION PROFILE

Division	Asset Strategy and Delivery	Status	Full time, permanent
Unit	Strategic Asset Management	Salary Grade	Grade 12-13
Reports to	Coordinator Asset Management	Reviewed	March 2024

STRATEGIC INTENT

The Strategic Asset Management Unit is responsible for the strategic asset management, including full life cycle management, of Council's built infrastructure assets, inclusive of roads, pathways, parks, gardens and reserves, drainage, buildings and related assets.

The team performs these services to facilitate legislative compliance and effective, efficient, ethical and transparent decision making to help:

1. **increase confidence levels** - to ensure our community, employees and stakeholders believe in Council's ability to achieve its strategic outcomes.
2. **improve sustainability** – to ensure Council can continue to deliver its strategic outcomes by making legislatively compliant, effective, efficient and ethical decisions.

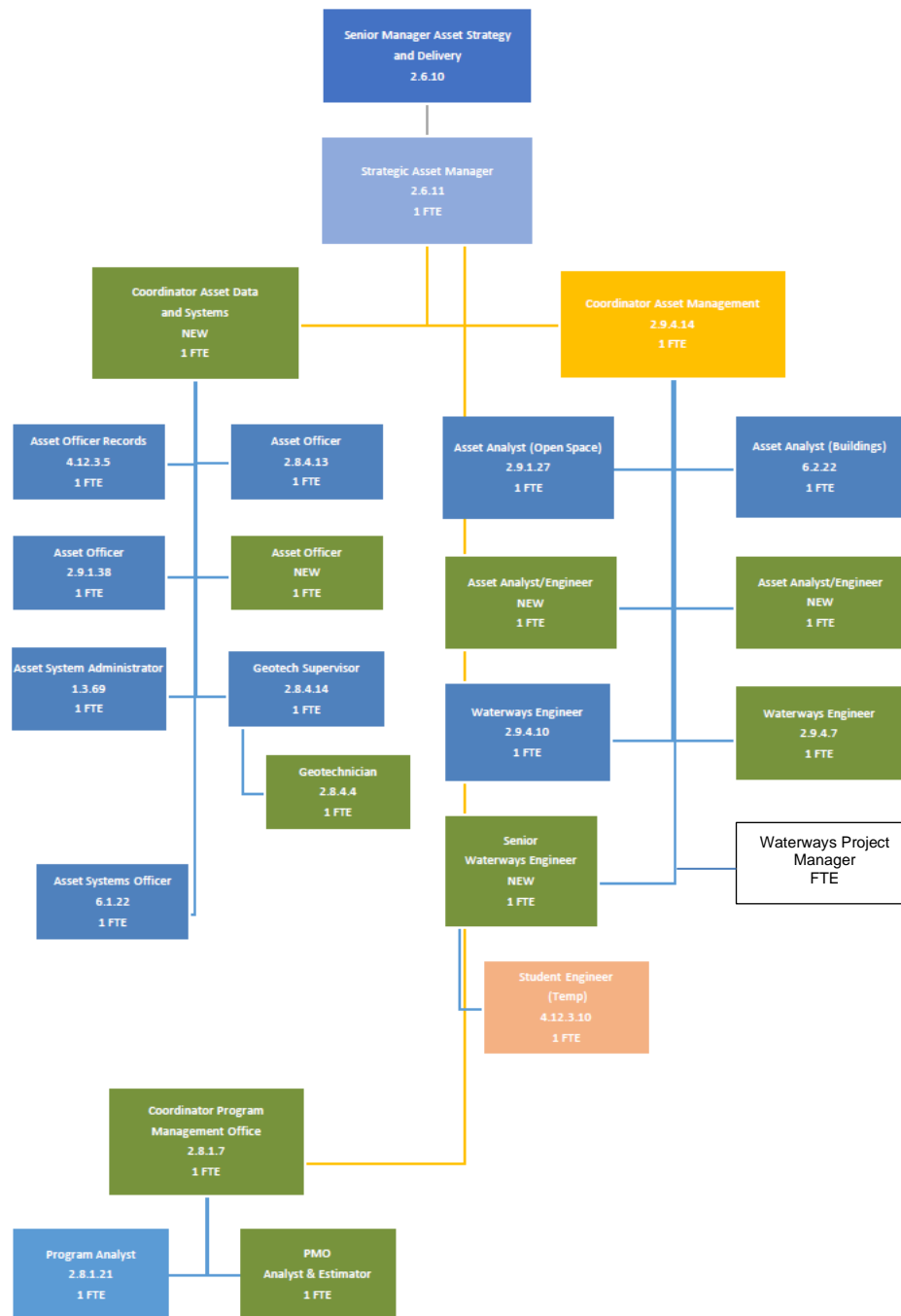
POSITION PURPOSE

The purpose of this position is to mentor Waterway Engineers, embedding the preferred organisational culture to maximise the capacity of the organisation to meet the needs of the community and ensuring improved community confidence in Council.

Reporting to the Coordinator Asset Management, the role of the Waterways Project Manager is responsible for the effective and efficient management and delivery of the Stormwater Asset Management processes within the Sutherland Shire. In particular, providing direction and leadership in managing staff and other resources to ensure high performance service delivery of the Waterways asset network, ensuring that is constructed, operated, maintained and renewed sustainably to meet community needs whilst having a minimal impact on the environment. Furthermore, provide direction and leadership in effective identification and management of flood risks across the local government area.

The role is also required to support the Assets Strategy and Delivery team in the strategic management of Council's stormwater assets and respond to relevant customer requests. The Waterways Project Manager is expected to be innovative in their approach and is expected to have experience in project and asset management. They will have a delivery-focused approach in assisting the team to manage these assets and be innovative in solving complex stormwater problems and in procurement approaches that maximise quality outcomes and produce ongoing efficiencies.

STRUCTURE



POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED

Leadership

Provide subject matter expertise for the delivery of all outputs and outcomes in relation to specified Team Core Functions, Processes and Activities.

Change Management
Responsible for effective change management in the implementation of a portfolio of projects and activities that together achieve outcomes and realise benefits that are of business importance to Council.
Continuous Improvement
Identify and implement continuous improvement of business processes and practices associated with specified Team Core Functions, Processes and Activities and associated projects.
Risk Management
Manage the risk associated with the delivery of specified Team Core Functions, Processes and Activities and associated projects.
Project Management
Plan, schedule and deliver projects with high public/political visibility.
Tactical Planning
Proactive short term planning (quarter/year) to contribute to the successful delivery of Team outputs in the Community Strategic Plan, Delivery Programme, Business Plan and Operational Plan.
Performance Management
Proactively monitor and self-manage performance and act on constructive feedback.
Resource Management
Ensure effective resource management (financial, workforce and assets).
Customer Management
Ensure all interactions with customers (both internal and external) align with our brand, enhances our relationships, improve customer satisfaction and inform service delivery.
Financial Accountability
<p>This position has been identified as having the responsibility of managing financial transactions for the organisation, as required.</p> <p>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.</p>
Other
Any other duties within area of skill as directed.

SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> Relevant tertiary qualifications or significant relevant experience at a senior level in project management, engineering delivery or a related field.
	Desirable	<ul style="list-style-type: none"> Post graduate qualifications in stormwater engineering

Experience or skills	Essential	<ul style="list-style-type: none"> ▪ A high level of proficiency in hydrological and hydraulic analysis of stormwater drainage systems using “Drains” software. ▪ A working knowledge of “Tuflow” floodplain modelling software. ▪ An ability to input into flood studies and to critically assess the technical content of flood studies. ▪ Demonstrated project management experience, including scoping, managing design development, determining project resources, budgeting processes, report writing, contract administration and project delivery ▪ Experience in the supervision of professional / technical staff. ▪ Financial management. ▪ Highly-developed customer and service skills. ▪ Issue investigation and analysis for formulation of recommendations. ▪ Class C drivers licence
	Desirable	<ul style="list-style-type: none"> ▪ Technical report writing ▪ Working in a politically sensitive environment ▪ Exposure to quality assurance systems and processes ▪ Knowledge and understanding of local government

CORE CAPABILITIES

Attributes	<ul style="list-style-type: none"> ▪ Leadership: Decisive, provide clarity of direction, reflect corporate values, capacity to identify and implement change and professionalism. ▪ Goals oriented: Work to achieve self-set and organisational goals, taking on challenging tasks when necessary, display initiative. ▪ Tactical planning/thinking: Critically examine outputs to enable successful short term (quarter/year) planning to determine what the various parts of Council must do to enable successful delivery of strategic outcomes. ▪ Communication skills: Clearly and persuasively articulate complex technical and operational issues. Identify and tactfully deal with sensitive matters. ▪ Relationship management: Able to build strong relationships by winning respect at all levels through sound advice, reliability and personal integrity, constructively deal with difficult issues. ▪ Team focussed: Mentor less experienced Team members, share skills, experience and knowledge via formal and informal collaboration with colleagues and employees. ▪ Decision making: Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them.
Our Values	<ul style="list-style-type: none"> ▪ Our values of Achieve, Collaborate, Respect and Evolve will be embedded in the approach taken to the above attributes.

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.
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	<ul style="list-style-type: none"> ▪ 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

Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
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
Delegations	Authority to operate within the Delegations attached to the position and acting within this authority.
Enterprise Content Management	Comply with Council's Enterprise Content Management Determination including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
Financial Management	Managing expenditure within a budget, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters.
Integrated Planning & Reporting	All employees must understand the integrated planning & reporting framework, the objectives and how they contribute to the long-term outcomes.
Procurement	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement
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.
Workplace Behaviour & EEO	All activities must comply with Council's Workplace Policies, Determinations and Guidelines.
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.