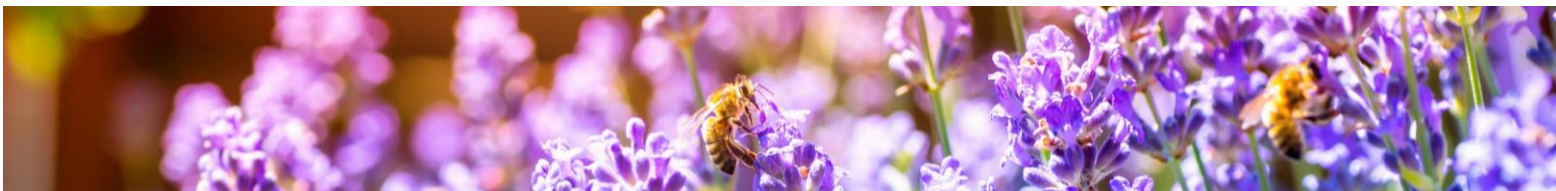


# Position Description

## Project Manager



Branch	Project Delivery	Position Grade	18
Division	Service and Project Delivery	Position Status	Permanent Full-time
Reports To	Manager Project Delivery	Standard Hours Per Week	35
Direct Reports	Nil	Position Delegations	Yes
Indirect Reports	Various Contractors depending upon the size / scope of the project/contract	Position Budget Responsibility	Yes
Position Number	2PD001, 2PD003, 2PD005, 2PD011, 2PD012, 2PD013	Award	Local Government (State) Award
Date PD Authorised	27/04/2021	Award Band	Prof Band 3 Level 4


### The Opportunity

The Project Manager within the Project Delivery Section is responsible for the delivery of a wide range of projects for the organisation, including some of Council's highest profile projects. Projects can range from concept development through to construction and all aspects in between depending on the requirements of the project.

Project Manager is responsible for the efficient and effective planning, supervision and delivery of projects which may include all aspects of stakeholder management, project communication, design procurement, design management, pre-construction planning and construction procurement and management, quality control, cost control, safety, environmental management, risk management, staff and contractor management.

### Key Responsibilities

1. Plan, coordinate and manage end to end project management activities through each project phase maintaining a strong focus on time, budget, compliance within required standards and best practice principles for capital works and project delivery.
2. Manage, formulate and prepare quality reports and meet objectives, report on progress accurately and provide remedial action to ensure planned objectives are achieved within the allocated timeframe and budgets.
3. Prepare specifications and contract documentation for the tender and quotation in accordance with Councils procurement practices, including the involvement in evaluating contracts assigned to the Project Delivery Team.
4. Identify and understand the needs and expectations of internal stakeholders through consultation and research.
5. Make professional and timely decisions on approach to projects and manage the allocated budget for specific projects. Gain the approval from Manager Project Delivery if additional budget amounts are required.
6. Manage the workplace ensuring the risk of injury to staff and contractors is minimised or removed through judicious planning of works, inclusive of risk analysis and works planning techniques, ensure project planning is implemented and accountabilities, expectations and responsibilities are clearly established. Where required take immediate action to make safe a workplace and institute immediate action where the actions of staff or contractors compromise the principles of safe work principles and Council Policy.

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7. Manage the engagement of external and internal stakeholders to obtain best outcomes and seamless project delivery in consultation with Council's Community Engagement Coordinator and Project Liaison Officer and determine the most appropriate delivery methods for the projects including engagement of consultants and contractors.
  8. Develop strong and positive relationships with both internal and external stakeholders, clients, consultants and contractors for the delivery of projects.

*Note: An employee may be directed to carry out such duties that are within the limits of the employee's skills, competencies and training.*

### **Essential Criteria**

1. A relevant tertiary qualification in Engineering, Construction Management and/or Project Management or equivalent experience.
2. Demonstrated relevant practical and extensive experience in all aspects of project management and public infrastructure delivery within set budgets and timeframes.
3. Experience in the design and construction of complex infrastructure projects.
4. Ability to work as part of a team and display a high level of self-motivation and initiative.
5. Demonstrated experience in management of contracts, cost plans and programming.
6. Proven ability to manage and communicate (verbal and written) with internal and external work groups to deliver projects.
7. A high level of computer literacy (word processing, spreadsheets, financial systems, internet plus other relevant specialist software).
8. Knowledge and experience in the preparation of reports, technical specifications and contract documentation for civil works.
9. A current WHS Construction White Card.
10. Class C NSW Driver's Licence.

### **Desirable Criteria**

- Local Government experience in a similar project management position.
- Project Management accreditation.
- Demonstrated experience in interpreting and implementing community engagement practices.
- Practical use and knowledge of Corporate Systems including Technology One suite, Geographic Information System (GIS) and Conquest, Project Management principles.

### **Physical Requirements**

The position may have some or all of the following requirements:

- Keyboarding (repetitive);
- Sitting for lengthy periods (repetitive);
- Climbing stairs (within building);
- Walking over rough terrain;
- Working in a dusty environment;
- Working in areas of obnoxious odours;
- Working in a noisy environment with adequate hearing protection;
- Working in remote sites;
- Repetitive work – sitting, standing, driving.

## Capabilities






Council has adopted the Local Government Capability Framework which describes the core knowledge, skills and abilities for a role, expressed as behaviours, and which set out the clear expectations about performance in Council: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for all employees.

Council’s Capability Framework provides the platform for annual performance appraisal so that there is a common basis for learning, professional development and salary progression.

Below is the full list of capabilities and the expected level of competence required for this position. The ones in bold are the essential capabilities. The ones in italics are focus capabilities specific for this position. The ones where the level is blank are not core capabilities but may still be important. More detailed information is contained in your annual Personal Performance Plan.

### Essential and Focus Capabilities

The essential and focus capabilities for the position are those judged to be most important at the time of recruiting to the position. They are the ones that an employee is rated on as part of their annual Performance Assessment.

Local Government Capability Framework		
Capability Group	Capability Name	Level
	Manage Self	N/A
	Display Resilience & Adaptability	N/A
	<b>Act with Integrity</b>	<b>Advanced</b>
	<b>Demonstrate Accountability</b>	<b>Advanced</b>
	<b>Communicate and Engage</b>	<b>Advanced</b>
	<b>Community and Customer Focus</b>	<b>Highly Advanced</b>
	<b>Work Collaboratively</b>	<b>Adept</b>
	<i>Influence and Negotiate</i>	<i>Advanced</i>
	<i>Plan and Prioritise</i>	<i>Advanced</i>
	<b>Think and Solve Problems</b>	<b>Advanced</b>
	Create and Innovate	N/A
	<b>Deliver Results</b>	<b>Advanced</b>
	Finance	Advanced
	<b>Assets and Tools</b>	<b>Advanced</b>
	Technology and Information	N/A
	<b>Procurement and Contracts</b>	<b>Advanced</b>
	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	<b>Lead and Manage Change</b>	N/A



## Acknowledgement

I have read and accept the above terms, conditions and duties of this position, as outlined in this position description.

In addition, I acknowledge the delegations for this position that have been sub delegated by the General Manager in accordance with section 378(2) of the Local Government Act 1993 and these may be subject to change without notice by the General Manager.

*Please Note: Position descriptions may be reviewed from time to time if warranted due either to changes to the scope and responsibilities of the role or external influences that place different demands on local government. All reviews of this position description will be undertaken in consultation with the role incumbent.*

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*Employee Name (Print)*

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*Witness Name (Print)*

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*Signature*

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*Signature*

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*Date*

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