

SOUTHERN GRAMPIANS SHIRE COUNCIL POSITION DESCRIPTION

Position Details

Title:	Project Manager
Classification:	Band 6
Position Number:	070.1
Business Unit:	Manager Project Management Office
Directorate:	Infrastructure and Sustainability
Reports to:	Manager Project Management Office

Our Vision and Values

Vision

Thriving Community, Limitless Opportunity

Values

Raise the Bar

Create Brilliance Together

Dream Boldly, Change Bravely

Integrity in Every Step

Child Safety

Southern Grampians Shire Council is a child safe organisation committed to the Victorian Child Safe Standards by:

- providing an environment where Aboriginal children and young people can express their culture and enjoy their cultural rights
- having a zero-tolerance approach to child abuse
- having a zero-tolerance approach to racism and an expectation that staff and volunteers will act on incidents of racism

Position Summary

The role forms part of the Project Management Office within the Infrastructure & Sustainability Directorate, and is expected to lead the development of productive relationships with internal and external stakeholders to deliver a client focused, integrated and responsive service, and to contribute to the development and achievement of corporate goals

As a Project Manager within the Project Management Office, this position reports directly to the Manager – Project Management Office (Manager - PMO) and is required to:

- Lead and coordinate the delivery of assigned capital works projects from planning through design and delivery to the operational phase, across complex, multiple and concurrent projects in an effective and efficient manner to achieve the defined corporate objectives
- Lead and champion collaborative stakeholder engagement and communication to ensure positive project outcomes with a well-established understanding of community infrastructure operational requirements
- Identify and apply best practice, innovation and efficiencies as a contribution to Council's capital works program planning and delivery

Key Responsibilities

Project Management

- To effectively and efficiently design, deliver and project manage Council's capital works and maintenance programs, providing advice and response on all planning for infrastructure and associated activities within Council's operations
- Coordinate engagement with all relevant project stakeholders including local community for successful delivery of the project
- Consider and apply digital solutions to gain efficiencies and accessibility through project methodologies, communication and engagement
- Manage contract service delivery through the procurement process in accordance with Council's policies and administer accordingly
- Lead and contribute to the initiation and development of project governance structures, project scope, budgets and program, communication and engagement, identification of risks and resolution of issues
- Manage the delivery of multiple projects concurrently of various disciplines and complexity, leading the project management responsibilities to ensure all necessary feasibility, design, permits and approvals, contact administration and project specific requirements are addressed
- To provide day-to-day supervision ensuring an effective service in the area of scheduling, planning, investigations, customer service, budget and quality control in the delivery of the services in accordance with priorities
- To provide high quality professional services relating to engagement and consultation towards coordinated and planned project management activities for the Council's capital works and maintenance programs
- Be self-motivated, proactive, keep up to date with latest industry, engineering standards and methods and ensure all project and services delivered to meet corporate objectives, organisational goals, time and budget considerations and high standards of engineering and service delivery to the community

- Liaise with infrastructure service authorities to ensure coordinated planning of both newly-developing areas, as well as updating and replacement programs or existing areas
- Other tasks as directed by the Manager - PMO

Infrastructure and Planning

- Assist in the preparation of priority lists for grant applications and long-term program development for infrastructure provision
- Assist in the management, coordination of grant application and external funding reporting and acquittal
- Prepare in the development of programs to assist in the prioritising of infrastructure needs for translation into Council's annual and ongoing capital works and maintenance programs (including a program for separate rates schemes)
- Organise concept and detailed designs investigations as required to establish project scope, costs and associated approvals
- Consider digital applications to collect data for asset management programs, smart installations and project monitoring and review

Engagement and Communication

- Develop and facilitate collaboration with multiple stakeholders including community members, industry and private sector representatives, Council, other government departments
- Lead and encourage a customer focused approach to stakeholder partnerships, engagement, negotiations and approvals throughout the project life cycle
- Develop and maintain positive working relations with all respective stakeholders ensuring effective project management practices are managed and providing effective and positive communications
- Actively participate and provide representation on relevant forums pertinent to specific projects or programs
- Review and advise solutions to address perceived constraints or issues aiming for cost efficient and timely decision making

Management of Quality Assurance

- Ensure designs meet respective standards including innovative and creative solutions to ensure project quality provides unique points of difference that lead to high patronage by both the local community and visitors
- Through project planning and delivery consider and apply options to support Council's commitment to waste management and environmental impact reduction through design options, material choices and project methodologies
- Lead and contribute to the planning and delivery of highly valued community assets respectful of the regions social and environmental diversity
- Ensure that projects are planned and constructed in accordance with agreed design specifications, objectives and address all compliance requirements

- Maintain and promote organisational processes using corporate systems to ensure intellectual property is appropriately managed and accessible
- Ensure compliance with all legislative requirements and Council policy in respect to Occupational Health and Safety
- Demonstrated experience in contract administration, specifically experience in the implementation of Australian Standard Contracts such as AS4000
- Ensure approved projects are delivered on time, budget and quality following contract administration processes and procedures

Contract and Project Management and Supervision

- Prepare, supervise and administer various contracts including specification and tender document as per Council's procurement policy
- Project manage assigned projects effectively as per project management plan within the time and budget
- Effectively utilise the Council's procurement policy to procure the resources, goods, services and works to the council on the basis of obtaining best 'value for money'
- Project budget monitoring and controlling and process interim and final variations as stated in the Council's procurement policy
- Plan, prioritise, organise and manage own time and achieve targets within a set timetable and budget
- Coordinate and supervise external contractors and depot construction crew to undertake works for various projects as directed
- Effectively manage the project budget in the council financial management system (Civica)

Achievement of Budget Objectives

- Assist in the preparation of draft operational budgets for Council's capital works and maintenance including feasibility study, design, and cost estimation and develop business cases
- Maintain accurate administrative records and documents in the Council's record management system (Content Manager)
- Proactively seek and promote external funding and partnership opportunities to maximise the efficient and effective use of Council resources
- Assist in the preparation of the draft annual budget for the Department

Engineering Survey and Design

- Carry out feature survey and site assessment in an accurate and efficient manner
- Review project designs internally within the team and external consultant's designs and technical specifications
- Ability to use survey instruments including total station, GPS and levelling instruments

- Produce accurate engineering drafts and designs/drawings using AutoCAD/3D in an efficient manner according to schedules, current engineering standards, specifications, asset management principles and guidelines
- Carry out relevant investigations such as Dial Before You Dig, soil and site condition assessments
- Coordinate with internal and external departments to develop the design
- Investigation and analytical skills to develop the detailed design, technical specification and construction methodology to meet the project scope
- Ensure as built information is provided to meet the Council's asset management requirements including all infrastructure manuals

Policy Development and Implementation

- Assist in the identification of high priority objectives and policies for the Unit, and prepare implementation plans in consultation with the Unit as appropriate
- Establish a working knowledge of Council and industry policies and guidelines for application

Extent of Authority

- Commit to and adhere with Child Safety standards and Council's requirements
- Undertake the development, design and construction management of assigned capital works projects
- Provide specialist advice to internal clients, internal and external stakeholders on issues relevant to the position and projects being managed
- Adhere to Council's Procurement Policy and provide direction to internal stakeholders consultants and contractors accordingly
- Monitor and manage the level and quality of service provision within budget constraints and defined parameters
- Apply Council's OH&S and related policies and procedures
- Documentation and application of continuous improvement processes
- Responsible for ensuring that the services provided meet program objectives and guidelines
- Authorised to supervise, provide direction, and monitor consultants and contractors in accordance within established Council policy and procedures and to make decisions within delegated level of authority
- In accordance with the Professional Engineers Registration Act 2019-part 5 section 67, all engineering decisions must be approved by a registered Engineer, such supervision will be available

Judgement and Decision Making

- Exercise initiative and creativity in solving complex problems relating to the management of projects and apply solutions through decision making and leadership
- Model behaviours of leadership and sound management practices based on the Council's Values
- Identify gaps in service delivery and make recommendations to the Manager
- Guidance is usually available within the organisation

Specialist Skills and Knowledge

- Knowledge of design and construction issues, and ability to present practical solutions, associated with the project management of capital works projects
- Demonstrated skills and experience in developing, monitoring, controlling and
- managing approved project budgets and expenditure
- Demonstrated contract management and administration skills and experience
- Strong leadership and project management skills and experience
- Demonstrated ability to produce clear, concise and accurate technical reports and tender assessments

Management Skills

- Will comply with systems and policies to ensure a safe work environment by:
 - Taking reasonable care for their own health and safety and the health and safety of others within the workplace and cooperate with Council with respect to any action taken to comply with a requirement of the OHS Act
 - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare
 - Contribute to OHS consultation processes
 - Prompt reporting of hazards and incidents
- Demonstrated commitment to apply and promote corporate systems and associated practices
- Ability to lead and manage a diverse range of stakeholders, consultants and contractors
- Ability to facilitate dynamic and productive discussions on a diverse range of ideas and solutions to achieve project objectives
- Ability to work unsupervised and manage, plan and organise own work loads and that of consultants and contractors to achieve project objectives
- Ability to achieve project objectives within designated time frames

- Familiarity with budgeting techniques; well-developed problem solving and decision-making skills
- Ability to think strategically and develop well considered recommendations. This includes research, development and review of options, as well as the preparation of funding submissions
- Demonstrated project management systems, processes and procedures development skills

Inter-personal Skills

- Well established collaboration and engagement skills with demonstrated ability to realise positive and effective outcomes
- Demonstrated ability to interpret and provide relevant and accurate project information for the purposes of management, community and stakeholder updates
- Demonstrated ability to exercise a range of leadership styles and skills to work as a member of a team demonstrating Councils values
- Well-developed communication skills with demonstrated engagement and collaboration experience across a range of stakeholders
- Demonstrated capacity to reach agreed outcomes

Compliance with Legislation and Policies

- Adhere to all current relevant codes of conduct and legislative requirements including but not limited to:
 - Southern Grampians Shire Council Policies and Procedures
 - Southern Grampians Shire Council Staff Code of Conduct
 - Privacy and Data Protection Act 2014 (Vic)
 - Equal Opportunity Act 2010 (Vic)
 - Occupational Health and Safety Act 2004 (Vic)
 - Government/Industry Codes of Conduct
 - The Southern Grampians Shire Council Enterprise Agreement
 - The Municipal Emergency Management Plan
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community
- Responsible for ensuring the security of Council's assets under the Officer's control
- Remain compliant with the requirements of the Occupational Health and Safety Act 2004 (Vic), and contribute to the health, safety, and wellbeing of Council employees by:
 - Co-operating with Council with respect to any action taken to comply with a requirement of the OHS Act 2004

Qualifications and Experience

- Working with Children's Check
- Tertiary Qualifications in project management, engineering or design disciplines, architecture, construction, quantity surveying, building surveying or equivalent
- Demonstrated experience in managing complex budgets with contributions from a range of funding sources with different reporting requirements
- Demonstrated experience within project management, design, construction and contractor management, across a range of complex projects of various disciplines
- Demonstrated experience in managing a range of complex, multiple and concurrent projects
- Demonstrated experience in contract administration, specifically experience in the implementation of Australia Standards Contracts such as AS4000
- Current Victorian driver's license (ability to drive a manual vehicle) is essential

Key Selection Criteria

The employee will demonstrate the following:

- Qualifications in project management, engineering, architecture, construction, quantity surveying, building surveying or equivalent
- Demonstrated experience within project management including stakeholder engagement design, and construction with demonstrated experience in managing multiple concurrent projects
- Demonstrated experience in implementing project management processes, methods, tool and procedures. Certification in Project Management Methodology such as PRINCE2 or PMBoK, or willingness to complete would be considered favourably
- Excellent verbal and written communication skills and demonstrated ability to manage stakeholders in a complex public sector environment
- Demonstrate knowledge and skills and experience with managing and implementing the duties and responsibilities under the Occupational Health and Safety Act 2004
- Excellent computer skills in the use of various business programs including Microsoft Outlook, Teams, Word, Excel and Project

Agreement

I, _____ have read and understand the objectives and conditions of the above mentioned role.

Employee: _____

Signature: _____

Date: _____