

**Job Title & Position Number:** Project Manager (Ref: 1338)

**Level:** 10

**Line Manager:** Senior Project Manager

**Direct Reports:** Nil

**Location:** Civic Centre

**Date Reviewed:** September 2022

## 1. Job Purpose

This position will provide technical expertise and effective management of the delivery of the City's capital works program through a combination of wet hire and contract services. This position will ensure that all projects are delivered according to design, and within the agreed scope, program, quality and budget constraints and in compliance with all relevant state and federal regulations, City policies, procedures and relevant Australian standards.

## 2. Organisational Context

The position of Project Manager is part of the Project Delivery & Engineering branch within the Infrastructure Services Department. In total, four (4) branches report to the Infrastructure Services Director. Other branches include Fleet Services, Climate, Environment & Waste and Maintenance Operations.

## 3. Key Accountabilities

- Manage the delivery of the nominated capital works projects through the provision of sound financial management, constructability and engineering innovation, leadership and direction for the nominated projects and functions.
- Assist with the preparation of design/scope of projects, as required, to achieve program, budget, quality and standards necessary to deliver the nominated projects while meeting all funding milestones and conditions.
- Ensure the works are delivered efficiently and effectively to achieve funding milestones and conditions.
- Assist with the appointment, and manage specialist consultants and contractors to supplement internal project delivery staff.
- Ensure that all projects are delivered to specified function, scope, quality, safety and budget and programme in accordance with the terms and conditions of project

agreements, funding body requirements and contracts entered into for the construction and delivery of projects.

- Ensure monthly financial and project status reports are prepared and presented on time and in the format required for each report.
- Foster and maintain partnerships and networks to facilitate best practice provision of community infrastructure and services.
- Provide expertise in the application of statutory requirements, laws, frameworks and Australian Standards relevant to the provision of infrastructure including construction of civil infrastructure and buildings..
- Assist with the preparation and cost effective implementation of the Project Delivery annual budget.
- Identify opportunities for expenditure reduction initiatives where possible.
- Monitor and manage the performance of the Project Delivery team to support the achievement of organisational KPIs.
- Ensure the delivery of risk management assessments and appropriate WHS standards are implemented and maintained across the department at all times.
- Negotiate, within the City's procurement and purchasing policies and procedures the procurement of all plant and equipment to undertake the wet hire components of the works.
- Ensure that all documentation for the contract components of projects are completed and checked, tenders are advertised assessed and contractors are engaged in accordance with the City's Tendering and Contract Management policies and procedures.
- Manage the delivery of the contracts ensuring that variations are minimised, contractors deliver the contracted scope of works, claims are assessed and appropriate payments are approved in accordance with the assessment, relevant legislation and the contract for the works.
- Assist, as required, with the preparation, development, management and annual review of the City's ten year capital works program.
- Ensure all projects are delivered in accordance with the City's Project Management Framework.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

## 4. Corporate Accountabilities

- **Human Resource Management & Leadership** – Participates in performance management processes; participates in L&D activities including induction, recruitment, and succession planning.
- **WHS** – Ensure duty of care compliance with WHS legislation and follow all health, safety and injury management processes appropriately, including the reporting of injuries, incidents, damage events and near misses.
- **Ethical Behaviour** – Demonstrates a positive commitment and compliance with all relevant legislation, including but not limited to workplace discrimination, harassment, victimisation, bullying, fraud and corruption while ensuring compliance with the City’s Code of Conduct and all City policies.
- **Records Management** - Ensures all documents are recorded in accordance with the City’s Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Budgets** – Manage the operational budget to ensure that expenses are controlled and monitored accurately. Report on budgetary deviations and develop strategies to enable forward planning as required.
- **Strategic Vision** - Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the City’s strategic objectives as required.
- **Values** - create a positive working environment while upholding the City’s STARS:

<p><b>SERVICE</b></p> <ul style="list-style-type: none"> <li>• <i>We will make customers the focus of everything we do.</i></li> <li>• <i>Our service will be fair, flexible, innovative and reliable.</i></li> <li>• <i>We will show genuine concern for customers.</i></li> </ul>
<p><b>TRUST</b></p> <ul style="list-style-type: none"> <li>• <i>We will trust the foundation of all relationships.</i></li> <li>• <i>We will rely and depend on each other.</i></li> <li>• <i>Our communications will be open and genuine.</i></li> </ul>
<p><b>ACCOUNTABILITY</b></p> <ul style="list-style-type: none"> <li>• <i>We will honour our commitments.</i></li> <li>• <i>We will take responsibility for our own actions.</i></li> <li>• <i>We won’t blame others.</i></li> <li>• <i>We will hold each other accountable for our actions and behaviours.</i></li> </ul>
<p><b>RESPECT</b></p> <ul style="list-style-type: none"> <li>• <i>We will treat others like we would like to be treated.</i></li> <li>• <i>We will listen before we talk.</i></li> </ul>

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| <ul style="list-style-type: none"><li>• <i>We will seek and value the contributions of others.</i></li></ul>   |
| <b>SOLIDARITY</b>  |
| <ul style="list-style-type: none"><li>• <i>We will be united in our decisions.</i></li><li>• <i>We will be united in our actions.</i></li><li>• <i>Our strengths will come from interdependence.</i></li></ul> |



## 5. Selection Criteria

**All criteria essential unless otherwise stated.**

### Qualifications and Experience

- Tertiary Qualifications in a Civil Engineering, Project Management or related discipline
- Advanced Diploma of Leadership & Management
- C Class Drivers Licence
- Extensive and diverse experience in project managing the provision / delivery of infrastructure and civil engineering construction and building projects
- Extensive experience in managing and leading a specialist project delivery team
- Demonstrated ability to construct and monitor financial budgets, and reduce costs whilst maintaining delivery of projects to scope, quality, programme and specification

### Knowledge and Skills

- Comprehensive knowledge of statutory requirements, laws, frameworks and Australian Standards relevant to the provision and delivery of infrastructure projects
- Comprehensive knowledge of construction techniques, materials use and contract management
- Comprehensive knowledge of Project Management software including programming, resource scheduling, estimating, monitoring project costs and reporting
- Demonstrated skills in the ability to foster and maintain partnerships and networks to facilitate the best practice provision of infrastructure
- Demonstrated ability to provide high quality and accurate presentation of advice, instruction/guidance and research findings, both verbally and written via all standard forms of business communication

- Demonstrated highly developed personal skills in dealing with community stakeholders, government departments, contractors and staff
- Highly developed time and priority management skills
- Demonstrated values of service, trust, accountability, respect and solidarity and a commitment to quality and continuous improvement principles