

# Position Description

## Design Project Manager



<b>Current Incumbent:</b>	
<b>Position number:</b>	
<b>Department:</b>	Engineering
<b>Directorate:</b>	Infrastructure
<b>Classification:</b>	Within Band 7 of the Moira Shire EA
<b>Award:</b>	<i>Victorian Local Authorities Award 2001</i>

### About working with Moira Shire Council

Moira Shire Council is an innovative and progressive local government organisation committed to serving the needs of communities across a large regional shire. We are an equal opportunity employer committed to providing a safe working environment that embraces and values child safety, diversity and inclusion.

We offer excellent conditions, flexible working arrangements, and health and wellbeing support in an encouraging, family friendly environment.

### Role Purpose and Objectives

- The primary role of the Design Project Manager is to lead the planning, coordination, and execution of design projects for community infrastructure. This includes ensuring alignment with Council strategies and community needs, managing project timelines and budgets, engaging with stakeholders, overseeing quality control, and effectively managing consultants. The Design Project Manager will play a critical role in delivering high-quality design outcomes that meet regulatory requirements and enhance community facilities.

### Organisational Relationships

<b>Reports to:</b>	Team Leader Design
<b>Supervises / Manages:</b>	Nil
<b>Internal Liaisons:</b>	ELT and SLT Administrators/Councillors CEO All Council Staff
<b>External Liaisons:</b>	Residents, ratepayers and general public Contractors and Consultants Clients Suppliers and manufacturers Industry associations Business and Industry representatives Government Departments and Agencies Other municipalities

# Position Description

## Design Project Manager



### Key Responsibilities and Functions

#### Teamwork

- Lead and coordinate the design and preparation of project to 'shovel ready' status including stakeholder consultation, permits and design.
- Facilitate cross functional design working groups for project preparation.
- Foster a positive team culture by promoting engagement, accountability, and collaboration with stakeholders.
- Attend meetings as requested and support design team and internal stakeholders through effective planning and management.

#### Communication and Stakeholder Management

- Maintain effective communication and negotiation with customers and stakeholders, ensuring timely resolution of issues and strong customer focus.
- Develop and sustain professional relationships with key stakeholders to facilitate the planning, approval, and delivery of design projects.
- Coordinate stakeholder reviews of plans and proposals, ensuring a unified response to design consultants and managing engagement during the construction phase.
- Provide accurate, well-researched, and timely written responses and reports tailored to the audience's needs, while consulting with relevant departments and authorities.
- Engage effectively with stakeholders, including community members, contractors, and regulatory bodies, to gather input and ensure project alignment with community expectations.
- Facilitate stakeholder meetings and presentations to communicate design project progress and gather feedback.

#### Occupation Health and Safety – Quality Management

- Implement Council policies and procedures, ensuring compliance with OH&S, EEO, workplace harassment prevention, and the Code of Conduct.
- Establish governance and quality standards for design projects, ensuring adherence throughout all phases of development.
- Facilitate consultants and design activities, ensuring adherence to OH&S, Environmental, and Quality standards, including conducting regular site visits and maintaining proper documentation.
- Maintain comprehensive records for reporting purposes to ensure expected outcomes are achieved and documented.

#### Risk Management

- Develop and maintain comprehensive risk registers, collaborating with subject matter experts to establish critical paths, cost estimates, and project scopes.
- Address and manage critical risks, contingency plans, and project impact measures, ensuring

# Position Description

## Design Project Manager



governance and compliance within the Council's corporate risk framework.

- Ensure that all design-related risks are managed within the Council's corporate risk framework.

### **Budget Management**

- Manage design project budgets, ensuring cost-effectiveness and efficient use of resources.
- Provide accurate financial documentation and regular updates on design project progress and budget status.
- Monitor expenditure closely, advising supervisors of any potential budget variances before they occur.

### **Project Planning and Coordination**

- Support project development and planning, ensuring stakeholder management and alignment with Council strategies.
- Implement tools for continuous monitoring, evaluation, and improvement of design processes.
- Lead the planning and scheduling of design projects, ensuring alignment with project objectives and community needs.
- Coordinate project activities to maintain timelines, identify risks, and implement effective solutions.

### **Design Management**

- Facilitate all stages of design development, ensuring alignment with Council strategies, policies, and specifications through effective management of consultants and collaboration with internal department subject matter experts.
- Co-ordinate infrastructure designs from conception through to tender ready for construction, ensuring all necessary steps are undertaken to hand over a 'shovel ready' project to construction team.
- Collaborate with internal departments and external consultants to deliver high-quality design solutions.
- Conduct reviews and audits of design work to ensure it meets the required specifications and quality benchmarks.

### **Consultant Management**

- Oversee the procurement and management of design consultants, ensuring they meet procurement policy, project requirements and deadlines.
- Collaborate with consultants to guide design development and ensure alignment with Council strategies.

### **Procurement**

- Collaborate with subject matter experts and stakeholders to develop specifications and designs for each project, ensuring alignment with project objectives.
- Coordinate the procurement process for design services, ensuring adherence to standards and best practices.
- Maintain strict confidentiality to effectively implement Council's negotiation position with consultants and ensure effective procurement outcomes.

# Position Description

## Design Project Manager



- Ensure adherence to probity standards throughout the procurement process to uphold transparency, fairness, and integrity.

### Contracts Management

- Prepare and manage contracts with external design consultants and contractors, ensuring compliance with agreed terms.

### Documentation and Reporting

- Prepare comprehensive reports, proposals, and documentation related to design projects, tailored to various audiences.
- Maintain accurate records of project activities, decisions, and stakeholder interactions for accountability and transparency.

### Design Project Execution

- Ensure that all design projects are delivered on time, within budget, and to the required quality standards.
- Coordinate project activities effectively, including task prioritisation and resource allocation.
- Facilitate project closeout, ensuring all documentation and regulatory requirements are completed.

### Other

- Although an employee may be appointed to a particular position, Council may ask for duties to be carried out in other areas that are within their range of skills, competence, and training.
- Moirá Shire Council understands and accepts its roles and responsibilities in emergency management operations described in the Emergency Management Act 2013 and it is a core function of Council business. At times the incumbent may be asked to assist in Council's emergency management operations, within reason.

### Position Descriptors

#### Accountability and Extent of Authority

- The position occupant is accountable to the Manager Engineering.
- Freedom to act is subject to regulations, policies, and regular supervision.
- Provision of advice to clients within area of responsibility that is in accordance with Council policy guidelines and Managements direction.
- Implementation of decisions and actions are within established guidelines.
- May supervise resources including staff.
- Assist in minimising Councils risks and participate as required in Councils Risk Management Strategy.
- The Officer is to ensure Risk Management tasks are completed in accordance with Councils Risk Management Strategy.
- Care for and maintain all plant and equipment under direct control and promptly report any loss or damage.

# Position Description

## Design Project Manager



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### Judgement and Decision Making

- The work is usually well defined, but the method, technology, process or equipment to be used must be selected from a range of available alternatives.
- The nature of the work is usually specialised with methods, procedures and processes.
- May involve problem solving using procedures and guidelines, professional knowledge or experience.
- May involve improving and/or developing methods and techniques, generally based on previous experience.
- Problems may be complex and require some creativity and originality, and they may involve the application of these techniques to new situations.
- Advice and guidance are usually available within time to make a choice.

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### Specialist Skills and Knowledge

- Hold a tertiary qualification in engineering, or design or project management or possess extensive experience equivalent to such a qualification.
- Possess extensive experience in commercial and/or community infrastructure construction preparation, with a thorough knowledge of design standards.
- Demonstrate excellent project management skills.
- Proven ability to deliver projects on time and within budget, ensuring high-quality standards are met.
- Proficient in relevant computer skills.
- Extensive experience in managing project budgets, ensuring cost-effectiveness and efficiency.
- Strong understanding of financial principles related to large-scale infrastructure projects.
- An in-depth understanding of the legal, regulatory, and political contexts in which municipal councils operate.
- Ability to navigate and manage the complexities of compliance, governance, and stakeholder engagement in a municipal setting.
- Excellent communication skills, both written and verbal, to effectively liaise with stakeholders, team members, and contractors.
- Expertise in risk management, including the development and implementation of risk mitigation strategies.
- Comprehensive understanding of occupational health and safety regulations, ensuring a safe working environment for all project participants.
- Proven ability to develop and maintain professional relationships with key stakeholders, facilitating effective planning and delivery of design project approvals, assessment advice, and other related activities.
- Strong negotiation and conflict resolution skills to manage stakeholder expectations and address design project-related issues.
- Commitment to implementing best value principles, focusing on continuous improvement in technology, procedures, and practices.
- Ability to stay updated with industry trends and best practices, applying innovative solutions to enhance project outcomes.

# Position Description

## Design Project Manager



### Management Skills

- Highly proficient in time management, planning and organising work to meet project priorities and deadlines.
- Highly capable of achieving specific objectives within available resources and timeframes.

### Interpersonal Skills

- Excellent communication skills, both oral and written.
- Highly proficient in liaising, discussing, and resolving enquiries from the public and colleagues.
- Highly developed problem-solving skill.
- Extensive experience and expertise in negotiation.
- Skilled in working with and relating to people from diverse backgrounds and groups.

### Key Selection Criteria

- Tertiary or post graduate qualifications in relevant field (construction, project management, and engineering civil/structure design and / or extensive experience in community infrastructure construction.
- Highly developed problem solving related to brownfield projects
- Highly developed experience in project management and contract management.
- High quality oral and written communication skills and negotiation skills.
- Extensive experience in scoping and design of municipal infrastructure including roads, drainage, building and bridges.
- Extensive experience in managing projects.

### Essential qualifications and experience

- Hold a tertiary qualification in construction, project management and engineering, civil/structural design or possess extensive experience equivalent to such a qualification.
- Extensive knowledge and experience in community in infrastructure construction
- Extensive experience in, and knowledge of project management.
- Extensive experience managing large-scale projects.
- Drivers Licence

### Desirable qualifications and experience

- Previous experience in Local Government
- White Card or Construction Card.

### Inherent physical requirements





- High
  - Extended periods of sitting / computer use
- Medium
  - Working under pressure (e.g. constantly working to deadlines / conflict resolution)
  - Fieldwork / site visits
- Low
  - Lifting

# Position Description

## Design Project Manager



### Core Competencies (As defined in the Moira Core Competency Framework)

Moira Value	Competency	Role requirement
 Respect	<ul style="list-style-type: none"> <li>Community and customer focus</li> </ul>	Tier 1
	<ul style="list-style-type: none"> <li>Plan and prioritise</li> </ul>	Tier E
 Honesty	<ul style="list-style-type: none"> <li>Communicate and engage</li> </ul>	Tier 1
	<ul style="list-style-type: none"> <li>Display resilience and adaptability</li> </ul>	Tier 1
 Accountability	<ul style="list-style-type: none"> <li>Demonstrate accountability</li> </ul>	Tier E
	<ul style="list-style-type: none"> <li>Deliver results</li> </ul>	Tier E
 Teamwork	<ul style="list-style-type: none"> <li>Create, innovate and solve problems</li> </ul>	Tier 1
	<ul style="list-style-type: none"> <li>Work together</li> </ul>	Tier E
 Integrity	<ul style="list-style-type: none"> <li>Manage self</li> </ul>	Tier 1
	<ul style="list-style-type: none"> <li>Act with integrity</li> </ul>	Tier 1
 People Leadership	<ul style="list-style-type: none"> <li>Manage and develop people</li> </ul>	-
	<ul style="list-style-type: none"> <li>Lead and manage change</li> </ul>	-
	<ul style="list-style-type: none"> <li>Think and act strategically</li> </ul>	-
	<ul style="list-style-type: none"> <li>Inspire direction and purpose</li> </ul>	-

# Position Description

## Design Project Manager



### Shared Organisational Responsibilities

#### Occupational Health and Safety

- Take reasonable care for own health and safety; and
- Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at the workplace; and
- Cooperate with employer with respect to any action taken by the employer to comply with a requirement by or under the OHS Act or Regulations
- While at work, an employee must not intentionally or recklessly interfere or misuse anything provided at the workplace in the interests of health, safety or welfare.
- Ensure hazards, incidents, near misses and injuries are reported immediately.

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#### Code of Conduct

- Ensure that the Moira Shire Employee Council Code of Conduct and all organisational policies and procedures are adhered to.

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#### Customer Service

- Provide quality customer service to both internal and external customers in accordance with Council's Customer Service Charter and Standards.

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#### Recordkeeping

- Comply with records management obligations and responsibilities.
- Make and keep accurate and complete records of business activities and decision making in accordance with Council's Records Management Policy.

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#### Confidentiality

- Comply with the requirements regarding collection, use and disclosure of personal information under the *Privacy & Data Protection Act 2014* and the Information Privacy Principles.
- Understand that unauthorised disclosure of Council information is prohibited (this includes but is not limited to intellectual property, council records, performance information and contractual arrangements) both during and after employment at Council.

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#### Emergency Management

- Assist in Council's emergency management operations (as required under the *Emergency Management Act 2013 (and 1986)*) where required and within reason.

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#### Risk Management

- Comply with Council's Risk Management Policy.
- Understand the principles and purpose of Risk Management.
- Understand all the risks associated with their activities and assist in the identification and management of risks.

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#### Child Safety

- Ensure that behaviours and actions are consistent with the Victorian Child Safe Standards, related legislation and Council's Child Safe Policy.

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#### Diversity and Inclusion

- Ensure compliance with equal opportunity, diversity, anti-discrimination and gender equality legislation, policies and procedures.
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# Position Description

## Design Project Manager



### Agreement

I hereby agree to the terms and conditions of this Position Description.

Incumbent's name: \_\_\_\_\_  
(Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Managers name: \_\_\_\_\_  
(Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Review of this Position Description

This position description will be reviewed in accordance with the *Victorian Local Authorities Award 2001*.

