

# Position Description

## Junior Project Manager



<b>Current Incumbent:</b>	
<b>Position number:</b>	287-1
<b>Department:</b>	Project Delivery
<b>Directorate:</b>	Infrastructure
<b>Classification:</b>	Within Band 5 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 Junior Project Manager is to support and enhance the successful development of community projects within the capital delivery program.

### Organisational Relationships

<b>Reports to:</b>	Manager Project Delivery
<b>Supervises / Manages:</b>	Nil
<b>Internal Liaisons:</b>	Project Management Team Management team General Manager CEO Councillors All 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

### Key Responsibilities and Functions

# Position Description

## Junior Project Manager



### Teamwork

- Assist in coordinating project teams to achieve key milestones, ensuring alignment with the project scope and objectives.
- Manage small-scale projects independently, ensuring milestones and objectives are met within established parameters.
- Foster a positive team culture by encouraging collaboration, engagement, and accountability among stakeholders.
- Contribute to building team capacity through ongoing support, guidance, and feedback, fostering a collaborative environment.
- Attend meetings as directed, contributing to effective project planning and delivery.

### Communication and Stakeholder Management

- Assist in maintaining effective communication and relationships with stakeholders to support the timely resolution of issues and promote a strong customer focus.
- Independently manage stakeholder communication and coordination for assigned projects, ensuring clear and timely updates.
- Develop and sustain professional relationships with stakeholders to facilitate the planning, approval, and delivery of projects.
- Support the review of plans and proposals by coordinating stakeholder feedback and ensuring alignment during the construction phase.
- Prepare accurate and timely written responses and reports tailored to the needs of the audience, in consultation with relevant departments and authorities.

### Occupational Health and Safety – Quality Management

- Apply Council policies and procedures to ensure compliance with OH&S, EEO, workplace harassment prevention, and the Code of Conduct.
- Ensure assigned projects meet quality standards by managing governance, resource allocation, and reporting processes in line with the Council's PMF.
- Monitor contractor activities to ensure adherence to OH&S, Environmental, and Quality standards, including conducting site visits and maintaining proper documentation.
- Maintain comprehensive project records for reporting purposes, including participation in post-implementation reviews to document outcomes.
- Identify and manage project interdependencies for smaller projects to maximise efficiencies and align with organisational deliverables.

### Risk Management

- Assist in the development and maintenance of project risk registers by collaborating with subject matter experts to identify critical paths, cost estimates, and project scopes.
- Independently address risks, develop contingency plans, and evaluate project impacts for smaller projects within their capability.
- Support contractor inductions, ensuring adherence to safety and risk management policies, and

# Position Description

## Junior Project Manager



contribute to minimising Council's risks as part of the Risk Management Strategy.

### **Budget Management**

- Assist in monitoring and managing project budgets, ensuring cost-effectiveness and efficiency for assigned projects.
- Manage budgets for smaller projects, ensuring expenditure remains within approved limits.
- Provide accurate financial documentation and regular updates on project progress and budget status.
- Notify supervisors of any potential budget variances and support strategies to address these proactively.

### **Project Planning**

- Support project development and planning within the Capital Delivery Program, including assisting with stakeholder management and external funding applications.
- Plan and manage smaller projects independently, ensuring they are delivered on time, within budget, and aligned with organisational objectives.
- Contribute to implementing tools and strategies for continuous monitoring, evaluation, and improvement of infrastructure projects.

### **Design Management**

- Assist in facilitating design development stages, ensuring compliance with Council strategies, policies, and specifications in collaboration with consultants and internal experts.
- Manage the design development process for smaller projects, ensuring alignment with stakeholder expectations and organisational requirements.

### **Procurement**

- Support the development of specifications and designs for small-scale projects in collaboration with stakeholders and subject matter experts.
- Prepare and manage tender packages and coordinate procurement processes for projects within their scope of responsibility.
- Maintain confidentiality and ensure adherence to probity standards during procurement to uphold fairness and integrity.

### **Contracts**

- Compile and form contracts for execution related to assigned projects.
- Manage contracts between Council and third parties for smaller projects, ensuring compliance with terms and conditions.

### **Project Execution and Closure**

- Manage smaller construction projects, ensuring compliance with specifications, performance criteria, and

# Position Description

## Junior Project Manager



aesthetic standards.

- Facilitate project activities, ensuring the correct sequence of work and preventing unnecessary rework of assets.
- Oversee task prioritisation, workflow management, and resource allocation for small-scale projects.
- Lead project closeout for assigned projects, including the handover of deliverables and completing acquittals and funding requirements as needed.

### 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.
- Moirā 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 Project Delivery.
- 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 minimizing 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.

#### 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 specialized 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.

#### Specialist Skills and Knowledge

- Knowledge of standards and regulatory requirements.
- Proficient computer skills

# Position Description

## Junior Project Manager



- An understanding of financial principles
- Good communication skills, both written and verbal
- Leadership potential.
- An understanding of Risk Management.

### Management Skills

- Proficient in time management, planning and organizing work to meet project priorities and deadlines.
- Capable of achieving specific objectives within available resources and timeframes.

### Interpersonal Skills

- Ideal communication skills, both oral and written.
- Able to liaise, discuss, and resolve enquiries from the public and colleagues.
- Problem-solving skill.

### Key Selection Criteria

- Demonstrated desire to pursue a career in project management.
- Proactive and can-do attitude towards tasks and challenges.
- Strong work ethic, with a willingness to go above and beyond to achieve project goals.
- Demonstrated ability to meet deadlines and manage time effectively.
- Ability to work collaboratively within a team environment.
- Demonstrated problem-solving skills and the ability to think critically.

### Essential qualifications and experience

- Drivers License.

### Licenses and mandatory requirements

- 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

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

Moira Value	Competency	Role requirement
	<ul style="list-style-type: none"><li>• Community and customer focus</li></ul>	E

# Position Description

## Junior Project Manager



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

# Position Description

## Junior 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.

#### Code of Conduct

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

#### Customer Service

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

#### 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.

#### 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.

#### Emergency Management

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

#### 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.

#### Child Safety

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

#### Diversity and Inclusion

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

# Position Description

## Junior 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*.

