



## POSITION DESCRIPTION

# PROJECT MANAGER

<b>Reports to:</b>	Coordinator Design and Construction
<b>Purpose of Position:</b>	The primary role of the Project Manager is to manage the successful implementation of projects within the Capital Works program to required functional and aesthetic standards while meeting completion dates and budget.
<b>Salary Range:</b>	Within Band 7 of the Moira Shire EA Number 8
<b>Financial Authority:</b>	In accordance with Council's Delegations Framework
<b>Incumbent:</b>	Vacant
<b>REF NO:</b>	D20/43229

### Enquiries

For more information about this position please contact the Moira Shire Council Organisational Development Department on (03) 5871 9222 or email [employment@moira.vic.gov.au](mailto:employment@moira.vic.gov.au)

*Moira Shire Council is an Equal Opportunity Employer offering flexible work arrangements for employees in a family-friendly work place.*

<b>ORGANISATIONAL RELATIONSHIP</b>	
<b>Position reports to:</b>	– Coordinator Design and Construction
<b>Position supervises:</b>	– Nil
<b>KEY RELATIONSHIPS</b>	
<b>Internal:</b>	<ul style="list-style-type: none"> <li>– Management team</li> <li>– General Manager</li> <li>– CEO</li> <li>– Councillors</li> <li>– All Staff</li> </ul>
<b>External:</b>	<ul style="list-style-type: none"> <li>– Residents, ratepayers and general public</li> <li>– Contractors and Consultants</li> <li>– Clients</li> <li>– Suppliers and manufacturers</li> <li>– Industry associations</li> <li>– Business and Industry representatives</li> <li>– Government Departments and Agencies</li> <li>– Other municipalities</li> </ul>
<b>PRIMARY RESPONSIBILITIES AND KEY FUNCTIONS</b>	
<b>Capital Works and Major Projects</b>	
<ul style="list-style-type: none"> <li>– Supervision of capital works and construction projects and works to ensure the completed works are functional and meet required performance and aesthetic standards while ensuring OH&amp;S considerations are incorporated.</li> <li>– Contract supervision and management of contractors and sub-contractors.</li> <li>– Co-ordination of resources to deliver projects on time, on budget.</li> <li>– Quote and Tender evaluation and assessment</li> <li>– Project management of capital and construction works</li> <li>– Budget estimates, control and monitoring</li> <li>– To ensure construction projects are completed to appropriate design and safety standards</li> <li>– Assist in developing guidelines and procedures to improve contract and project management.</li> </ul>	
<b>Infrastructure Planning</b>	
<ul style="list-style-type: none"> <li>– Actively participate as a Team Member and contribute to the achievement of the Community Plan objectives</li> </ul>	

**PRIMARY RESPONSIBILITIES AND KEY FUNCTIONS**

- Implementation of flexible work practices and arrangements within the framework of the enterprise agreement
- Provision of executive support and timely and accurate advice, information and assistance to the CEO, Executive Manager Infrastructure Services, Management Team, and Council.
- Implementation of Best Value Principles in the operations of the Unit, in particular continuous improvement in technology, procedures and practices

**Other**

- Implementing all relevant Council policies and procedures, in particular, OH&S, EEO and preventing harassment in the workplace, Code of Good Conduct etc.
- Assist in minimising Councils risks and participate as required in Councils Risk Management Strategy.
- Develop specifications and designs for each project in consultation with the relevant internal and external stakeholders.
- Ensure that all permits and requirements of other authorities have been addressed for each project.
- Assist in the development and management of projects selected for implementation by the Capital Projects Team.
- Work with the Risk and Contracts Teams to develop contract documents for each project and to tender each project.
- Complete regular site visits to ensure the quality of work completed by Contractors meets the standards established in the contract specification.
- Manage the budget for each project.
- Monitor project expenditure and advise and report on compliance and progress for payment(s).
- Provide and maintain accurate documentation on all activities associated with the implementation of the project on the project file.
- Provide regular advice and updates to the General Manager Infrastructure on project progress and complete progress reports when requested.
- Manage the commissioning and handover of completed assets including a project completion report as required.
- Ensure that staff, contractors, plant, equipment and project activities are appropriately managed satisfy all Occupational Health and Safety, and legislative requirements. Manage and implement the induction of contractors to ensure Councils compliance of safety and risk management policies prior to commencement of works
- Maintain appropriate records and documentation for reporting as directed, including the completion of post implementation reviews of contracts to ensure that expected outcomes have been achieved.
- Maintain strict confidentiality in any matter which may affect Council’s ability to negotiate effectively with contractors.

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

## PRIMARY RESPONSIBILITIES AND KEY FUNCTIONS

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.

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Manage projects to meet functional, aesthetic and performance criteria within allocated time and budget
- Provision of accurate and timely advice to the Manager, General Manager, CEO, Management Team, and Council
- Effectively implementing relevant work programs
- The adoption and implementation of safe working practices and procedures
- Adherence to all relevant legislation and Council policies and procedures
- Ensure that all resources within then incumbents control are utilised as efficiently and effectively as possible.
- Participate in the development of Council policy and practices with respect to infrastructure.
- Subject to any delegations provided by the CEO or the Council, authority to initiate and implement actions to achieve the Council's goals and objectives on matters and issues as requested by, or on behalf of the Manager, General Manager, the CEO, or Council.

The freedom to act is governed by policies, objectives and budgets and a regular reporting to the Supervisor to ensure achievement of goals and objectives. Decisions and actions may have a significant effect on programs or projects being managed or on the wider public perception of Council.

## JUDGEMENT AND DECISION MAKING

The Officer is responsible for making decisions and exercising judgment to solve problems regarding the areas for which the incumbent responsible, including:

- the design and quality standards of projects and capital works
- information flows and the style and format of information provided
- initiation of community consultation and the extent and nature of information provided
- expenditure within delegations
- implementing safe working practices and procedures.

The authority of the Officer extends to all decision-making on matters under the officer's control which do not require a direct decision of the Council, the Manager, the General Manager, CEO, or Management Team.

Without limiting the extent of this authority, the Officer can:

- exercise professional judgment in regard to the techniques and methods to be applied
- hire and dismiss contractors
- impose penalties on contractors for failure to comply with tenders, contracts, standards and specifications
- initiate and undertake expenditure within the limits of the Officer's delegated responsibilities

### **JUDGEMENT AND DECISION MAKING**

- resolve issues and/or conflicts relevant to the position
- make recommendations on policies, procedures and strategies relevant to the position.

All decisions made by the Officer must conform with and be within the constraints of all delegations, statutory obligations, the Council Plan, Council policies and procedures, and approved budgets.

Guidance and advice are not always available within the organisation. The Officer shall utilise established methods, procedures and processes in association with professional judgment to provide solutions within budget that ensures projects are commenced, undertaken and completed to meet all criteria.

### **RISK, WORK HEALTH AND SAFETY AND EQUITY**

- Adhere to defined work health and safety policies, protocols and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace
- Adhere to defined work injury management policies, protocols and procedures
- Ensure Hazards are minimised and near misses, incidents and hazards are reported
- Compliance with Equal Opportunity, Diversity and Gender Equity policies and protocols
- Identify and manage areas of risk within area of responsibility to the department and Council

## **KEY COMPETENCIES**

### **SPECIALIST SKILLS & KNOWLEDGE**

- Tertiary qualification is Engineering, Project Management or a related field.
- Knowledge of and extensive experience in building and construction including knowledge of construction techniques and practices
- Excellent project management skills and experience
- Relevant computer skills
- Extensive experience in managing projects to budget.
- An understanding of the legal, regulatory and political content in which municipal council's operate.

### **MANAGEMENT SKILLS**

- Ability to work in a team environment and in a consultative manner
- Achieve objectives within specified timeframes
- Manage time, set priorities, plan and organise work to deliver the required outcomes
- Deliver timely and accurate information and advice to the Manager, General Manager, CEO, and other relevant stakeholders
- Communicate and consult effectively with users and clients

### INTERPERSONAL SKILLS

- Excellent communication skills, both oral and written
- Ability to liaise, discuss and resolve enquiries from the public and other employees
- Well-developed problems solving skills
- Well-developed negotiation skills and experience
- Ability to liaise and work with people from diverse backgrounds and groups

### QUALIFICATIONS AND EXPERIENCE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>- Relevant qualifications in civil engineering or equivalent practical experience</li> <li>- Knowledge and experience in construction and contemporary practices</li> <li>- Extensive experience in, and knowledge of project management.</li> <li>- Drivers Licence</li> </ul>	<ul style="list-style-type: none"> <li>- Previous experience in Local Government</li> </ul>

### INHERENT PHYSICAL REQUIREMENTS

<b>High</b>	<ul style="list-style-type: none"> <li>- Extended periods of sitting / computer use</li> </ul>
<b>Medium</b>	<ul style="list-style-type: none"> <li>- Working under pressure (e.g. constantly working to deadlines / conflict resolution)</li> </ul>
<b>Low</b>	<ul style="list-style-type: none"> <li>- Fieldwork / site visits</li> </ul>

### KEY SELECTION CRITERIA

- Tertiary and post graduate qualifications in relevant field (surveying, project management, and engineering)
- Sound knowledge of budgetary control and processes
- Excellent problem solving and negotiation skills
- Extensive experience in project management and contract management
- High quality oral and written communication skills
- Extensive experience in scoping and design of municipal infrastructure

**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.