

## Position information.

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<b>Position Title:</b>	Senior Project Manager
<b>Classification:</b>	Band 7
<b>Position Status:</b>	Permanent
<b>Reports to:</b>	Capital Projects Lead
<b>Division:</b>	Project Services
<b>Department:</b>	Environment, Recreation & Infrastructure

## Our strategic context

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### Council Plan Vision Achievement

We partner with our community to protect and care for the community of life in Bayside making an inclusive, active, healthy, connected, and creative experience for all.

### How we work together

Our values and behaviors underpin all the work we do and are the foundation for the development of One Bayside.

We hold ourselves and each other accountable to our shared values and behaviors of ***Respect Each Other, Own It, Work Together*** and ***Find Better Ways***.

## Position Purpose

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The key purpose of the Senior Project Manager is to work with the Project Sponsor to provide end to end project management services on complex capital and infrastructure projects from inception to end of defects liability period.

The Senior Project Manager reports to the Capital Projects Lead and is responsible for the delivery of capital building projects.

## Position – Key Functions, Accountabilities & Outcomes

Key Functions	Accountabilities	Outcomes
<b>Project Delivery</b>	<ul style="list-style-type: none"> <li>• Initiate and implement complex building &amp; infrastructure projects including new, upgrade and renewal projects. (Complex projects can be multi-faceted with high level, sensitive stakeholder management required).</li> <li>• To the satisfaction of the Capital Projects Lead, the Senior Project Manager's role is to deliver capital and infrastructure projects through efficient and effective implementation of the Project Management Framework.</li> <li>• Set up the project risk register to identify risks and mitigation strategies. Continual monitoring and reporting of risks throughout the project.</li> <li>• Ensure Council buildings and infrastructure provide quality user experiences that are safe and healthy environments for their users.</li> <li>• Submissions and applications for funding of relevant projects, as required.</li> <li>• Develop policy recommendations, strategies, and programs to support and achieve Council's goals and objectives.</li> </ul>	<ul style="list-style-type: none"> <li>• Projects are delivered on time and within budget.</li> </ul>
<b>Project Management</b>	<ul style="list-style-type: none"> <li>• Working with the Project Sponsor to develop the project scope.</li> <li>• always Developing and maintaining an effective plan of all project activities including the management of project interdependencies and constraints.</li> <li>• Utilising the approved Project Governance Framework, PM system, processes, methods, tools, and policies.</li> <li>• Tracking progress against the approved plan and requesting changes where required</li> <li>• Providing an accurate record of the state of the project to the Project Sponsor and EPMO.</li> <li>• Ability to work effectively with Authorities to ensure clear understanding of their needs and requirements to meet project deliverables.</li> <li>• In conjunction with relevant technical staff and consultants, coordinate effective independent assurance of technical works in line with</li> </ul>	<ul style="list-style-type: none"> <li>• Projects are successfully delivered in accordance with Project Management Framework.</li> </ul>

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	<p>quality requirements in line with council policies.</p> <ul style="list-style-type: none"> <li>• Developing and maintaining a comprehensive assessment of all Project Stakeholders (including project contributors, external and internal stakeholders).</li> <li>• Ensure compliance with Council's legislative and risk management responsibilities in relation to Council buildings.</li> <li>• Obtaining documented commitment from all project contributors.</li> <li>• Skill in time management, setting priorities, planning, and organising work to achieve completion of projects to meet agreed timeframes.</li> </ul>	
<b>Stakeholder Management</b>	<ul style="list-style-type: none"> <li>• Effectively manage and communicate with internal and external stakeholders.</li> <li>• Effectively facilitate regular Project Working groups, maintain document records to meet all key stakeholder requirements.</li> <li>• Provide sound technical advice to the broader organisation and stakeholders on relevant technical matters.</li> <li>• Effective input to promotional information and press releases as required to market Council operations.</li> <li>• Build strong, positive relationships with key stakeholders throughout the life cycle of the project.</li> <li>• Participation on sub-committees, steering committees, or advisory groups (including community groups).</li> <li>• Liaison with the public, tenants, occupiers and external agencies on building safety and renewal issues.</li> <li>• Effective contract management and maintenance and improvement of processes as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Stakeholders are successfully engaged throughout the lifecycle of the project.</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Manage, forecast, monitor, control risk and report on project financial performance.</li> <li>• Maintain accurate project costs at all stages of the project.</li> <li>• Provide monthly cost and cash-flow advice for council reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Projects are planned for and successfully delivered within project budget.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Processing of payments in accordance with council systems and legislative requirements.</li> <li>• A sound understanding of financial management relevant to project delivery in the context of Council's overall budget.</li> </ul>	
<b>Contract Management</b>	<ul style="list-style-type: none"> <li>• Understand 'Best Practice Procurement Guidelines for Victorian Local Government.</li> <li>• Work collaboratively with councils' procurement team to produce contract documents to enable successful delivery of consultancy and construction projects.</li> <li>• Monitor compliance with construction documents, ensuring that specifications and regulations are followed, and proper methods and materials are used.</li> <li>• Fulfil the role as Superintendents Representative during construction.</li> </ul>	<ul style="list-style-type: none"> <li>• Projects are successfully delivered in accordance with contract conditions including all legislative requirements.</li> </ul>
<b>OH&amp;S</b>	<ul style="list-style-type: none"> <li>• Understanding of councils OHS Policy and WorkSafe Victoria Laws and Regulations.</li> <li>• Ability to perform regular site inspections and reporting of projects under construction to identify and report any non-compliances.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure Council buildings and infrastructure provide safe and healthy environments for all users and the public.</li> </ul>

## Position - Organisational Relationships

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### Key Internal Contacts:

- Capital Projects Lead
- Team Leader - Sustainable Building Projects
- Manager - Project Services
- Project Sponsors
- Projects Services staff
- Other Council Departments

### Key External Contacts:

- Consultants
- Contractors
- Community
- Community Groups
- Residents
- Council Building Tenants
- Funding Partners

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- Authorities

## Position - Delegations

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**Financial Delegations:** Authorised to order goods and services in accordance with the approved financial delegations (as amended from time to time) currently up to the value of \$40,000 (inc. GST) related to capital projects

**People and Position Delegations:** As per People and Position delegations

## Position – Skills and Competencies

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<p><b>Accountability and Extent of Authority</b></p>	<ul style="list-style-type: none"> <li>• Responsible for ensuring that the objectives of the key responsibility areas are achieved and carried out in a professional manner.</li> <li>• Responsible to ensure that professional practises are implemented, consistent with Council policies and corporate objectives.</li> <li>• Responsible for programming their own works following established procedures and practices.</li> <li>• Responsible to the Capital Projects Lead and the Manager for the completion of allocated/scheduled works within budget allocations and timelines.</li> <li>• Monitor expenditure for projects and designated works and report regularly to the Capital Projects Lead.</li> <li>• Identify, manage, and resolve contract and construction issues as required while acting as the Superintendent Representative</li> <li>• Ability to work with minimal supervision as part of a multi-disciplinary team.</li> <li>• Responsible for reviewing services and works against claims for consultant or contractor claims.</li> </ul>
<p><b>Judgement and Decision Making</b></p>	<ul style="list-style-type: none"> <li>• The work includes processes and procedures that involve the improvement and development of methods and techniques in line with council's continuous improvement obligations.</li> <li>• Ability to resolve complex problems during the delivery of projects in relation to technical matters.</li> <li>• Expectation to operate autonomously with limited direction from the Capital Projects Lead.</li> </ul>

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<b>Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Well-developed conflict and problem resolution skills in both face-to-face and on-line situations.</li> <li>• Strong written and verbal communication skills, including demonstrated ability to write reports and external correspondence.</li> <li>• Ability to foster teamwork and motivate others in the pursuit of common goals.</li> <li>• Ability to liaise with counterparts internally and externally to discuss specialist matters.</li> <li>• Develop analytical and problem resolution skills.</li> <li>• Ability to effectively liaise with key stakeholders.</li> <li>• Ability to gain co-operation and assistance from all stakeholders required for the delivery of a project.</li> </ul>
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Tertiary qualification in Engineering, Construction Management, Project Management or relevant qualification or extensive industry experience.</li> <li>• Extensive experience in delivering complex capital projects and capital work programs.</li> <li>• Experience in internal and external stakeholder engagement, preferred in a local government setting.</li> <li>• Current Victorian Drivers Licence.</li> <li>• Valid Construction White Card.</li> <li>• Ability to meet the physical requirements of the position.</li> </ul>
<b>Specialist Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the BCA and related Regulations, Occupational Health and Safety Act, Equal Opportunity and Disability legislation, Local Government Act, and other relevant legislation.</li> <li>• A sound understanding of with the principles and practices of budgeting and financial procedures.</li> <li>• Ability to interpret detailed construction drawings.</li> <li>• Knowledge and understanding of the use of technology and relevant software programs.</li> <li>• Up to date current technical knowledge/ trends relevant to the position.</li> </ul>

<b>Management Skills</b>	<ul style="list-style-type: none"> <li>• Experience in contract monitoring and liaison.</li> <li>• Understanding of quality and customer service principles</li> <li>• Good conflict and problem resolution skills.</li> <li>• Skill in time management, setting priorities, planning, and organising work to achieve completion of projects to meet agreed timeframes, despite conflicting pressures.</li> </ul>
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## What we are all responsible for

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### Values and Behaviours

- Embrace and live the shared values of Bayside City Council: Respect Each Other, Own It, Work Together, Find Better Ways.
- Reflect these values in how we do business and how we treat each other, our customers, and our community members.
- Work in a manner that reflects the agreed Team Behaviours.



### Code of Conduct

All employees are required to comply with the standards of behaviour that are outlined in the Code of Conduct. The Code of Conduct sets the expectations Council has of all employees, as well as the expectations that employees can have of Council. It helps us to understand our responsibilities in terms of:

- Adhering to Council policies and procedures, and the law.
- Dealing with Council Property.
- Corporate Obligations.
- Personal Conduct.



### Customer Service

We are committed to being a customer-focussed organisation that delivers excellent and effective customer service at all levels. By engaging with the community, delivering simplified processes, and exceeding expectations, we are committed to customer service that will be:

- Easy to deal with.
- Empathetic.
- Effective.
- Trusted.



## Diversity, Equity, and Inclusion

We are focused on creating a psychologically safe culture where our people feel respected and free to speak up. A culture where:

- Inclusivity becomes a conscious standard practice.
- We have a safe workplace where people are respected, heard, and valued.
- We have a thriving high-performance culture.
- We are able to achieve our strategic goals.



## Safeguarding Children and Young People

We are committed to building a culture that keeps children and young people we support and engage with safe from abuse through:

- Promoting the safety and wellbeing of children and young people to whom we provide services.
- Ensuring that our interactions with children and young people are consistent with the Safeguarding Children and Young People Policy and Safeguarding Children and Young People Code of Conduct.
- Speaking up and reporting any suspicions, concerns, allegations, or disclosures of alleged abuse, by staff and those with whom we interact.
- Following policies and procedures for safeguarding children and young people.
- Maintaining a valid Working with Children Check.



## Workplace Health, Safety and Wellbeing

- Read and comply with all OHS policies and procedures in relation to your OHS roles and responsibilities.
- Immediately report all hazards and incidents, following the appropriate processes and using the online hazards and incidents form.
- Work in a manner that will not endanger yourself or any other person.
- Assist new employees in the use of proper work practices and procedures.
- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.



## Sustainability

- Demonstrate individual responsibility and commitment to sustainability by complying with Council's internal policies and guidelines.
- Participate in staff initiatives and change campaigns to reduce impact on the environment, including energy and water efficiency, recycling and avoiding waste, zero carbon transport and sustainable procurement.

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**Respect Each Other, Own It, Work Together and Find Better Ways**

<b>Position – Inherent physical requirements</b>				
<b>Summary:</b> Enter a summary of the physical requirements of the position e.g. offsite work providing housekeeping services in the homes of residents.				
<b>The delivery of capital projects will involve regular site visits, hybrid working conditions will need to be adapted to suit these delivery requirements.</b>				
<b>Physical Demands of the Role</b>				
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driving	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steps / Stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Looking Up	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Looking Down	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending Spine Forwards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending Spine Backwards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working with hands above shoulder height	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching forwards or sideways	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gripping or grabbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Hand Coordination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting from Floor to Waist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting at waist height	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting from waist to overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying equipment e.g., tools, plants etc	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exerting force with one hand or one side of the body e.g. digging	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holding, Supporting or Straining	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ergonomic assessment of office workstation (For office-based positions)	Minimise effects of long periods of sitting			
Ergonomic Chair (For office-based positions)	Minimise effects of long periods of sitting			
Insert device here	Insert reason for use here			
Insert device here	Insert reason for use here			

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