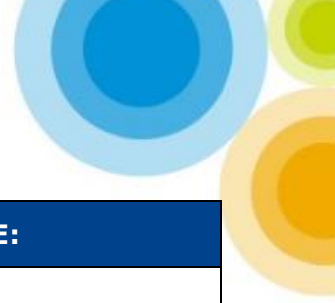


MELBOURNE WATER POSITION DESCRIPTION

Project Manager, Development

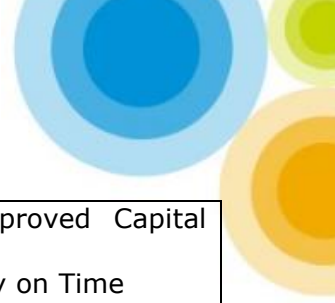


REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Program Team Leader	This role has 0 direct reports.
THIS ROLE EXISTS TO: (PURPOSE)	
<ul style="list-style-type: none"> Achieve business benefits from the delivery of the capital program by implementing best practice systems, processes and procurement methodologies in project development Ensure all allocated projects within the Major Capital Program are delivered safely, efficiently, on time, to budget and meet the required business quality and functional requirements. 	
KEY ACCOUNTABILITIES:	
<ul style="list-style-type: none"> Taking care of own and colleagues Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives. The realisation of business benefits via the safe and effective delivery of all allocated projects within the Major Capital Program: <ul style="list-style-type: none"> Achieving value for money outcomes by challenging project scope, delivery methodologies and driving best practice in capital delivery systems and processes. 	
KEY RESPONSIBILITIES	KPIs
<p>Occupational Health & Safety</p> <ul style="list-style-type: none"> Exhibit Safety Leadership (lead by example) through role modeling Melbourne Water safety philosophy, beliefs, behaviors, policies and processes. Instigate appropriate action in event of observed / evidenced unsafe works, situations or breaches of OH&S legislation / Melbourne Water requirements through project works or in Melbourne Water workplaces. Actively manage own and colleagues Health & Safety through hazard identification, surveillance, incident reporting and investigation in line with established procedures. Actively participate in training provided by Melbourne Water and alert line manager of any training deficiency or training need. Implementation of safety in design principles and practice to deliver designs that are safe to build, operate, maintain and decommission 	<ul style="list-style-type: none"> TRIFR Safety Culture Safety Improvement Plan actions completed
<p>Internal Support</p> <ul style="list-style-type: none"> Provide scheduling, estimating, risk management and project plan support to the initiators of major infrastructure projects Provide support to project initiators in order to facilitate timely initiator project approvals 	<ul style="list-style-type: none"> BNI / PBC Estimate Accuracy PBC Approvals on Time

Job level: Hay 16
 Assessed by: P&C
 Date Assessed: March 2016
 Last reviewed date: July 2020

MELBOURNE WATER POSITION DESCRIPTION

Project Manager, Development

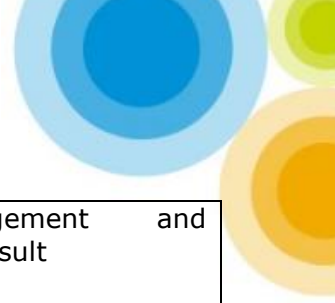


<p>Delivery and handover of defined project development deliverables within agreed parameters of time, quality and cost</p> <ul style="list-style-type: none"> • Manage medium scale (generally < \$20M), medium risk design assignments with multi-disciplinary service providers. • Comply with Melbourne Water’s capital portfolio procedural requirements • Manage project financials including development of project budgets, forecasting and Value of Work • Develop project procurement strategies in consultation with initiators and the delivery team utilizing standard models to ensure value-for-money outcomes for Melbourne Water. • Prepare of design briefs and management of design service providers • Develop and maintain project schedules including integrated baseline schedule, budget and resourcing requirements. • Identify risks and manage risks in accordance with approved risk tolerance and other approved constraints. • Develop, manage and periodically review project specific management plans • Regularly monitor and evaluate project/program performance against agreed time cost and quality parameters including: <ul style="list-style-type: none"> ◦ Identification of improvement areas; ◦ Anticipating change and proactively responding by preparing mitigation strategies; ◦ Negotiating conflicts or inconsistencies and agreeing with relevant stakeholders • Ensure projects are transitioned through each project delivery phase smoothly by understanding and concisely communicating key success factors, project objectives and strategic outcomes for the business. • Implementation of value engineering principles and practices in order to optimise the costs of major infrastructure projects • Capture, communicate and progressively apply learning from project evaluations ensuring success criteria and evaluation techniques are clear, concise, realistic and measureable 	<ul style="list-style-type: none"> • Achievement of approved Capital Forecast targets • Handover to Delivery on Time • Demonstrable efficiencies • Quality of design
<p>Internal and external stakeholders engagement</p> <ul style="list-style-type: none"> • Stakeholder identification , liaison and management • Liaison and negotiation with councils and other authorities regarding location of proposed infrastructure • Working closely with project initiators to facilitate achievement of approved project benefits realization to the benefit of our customers 	<ul style="list-style-type: none"> • Community Engagement Result

Job level: Hay 16
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MELBOURNE WATER POSITION DESCRIPTION

Project Manager, Development



Project team building and team management

- Management of the allocation of project responsibilities, people, accountabilities and milestones
- Manage and/or mentor Project Engineers and lead a team of project specific service providers sourced internally or externally.

- Employee Engagement and Alignment Survey result

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

- Application of project management, change management and interpersonal skills to projects which are of importance to Melbourne Water and key stakeholders and have small and/or medium complexity engagement models.
- Significant knowledge and demonstrated expertise in design and construction and project management of medium scale, multi-disciplinary projects; and multiple concurrent projects with experience in effectively managing technical, environmental, social, reputational impacts and negotiating and resolving commercial, contractual and industrial relations issues.
- Demonstrated experience across the project lifecycle, covering initiation, planning, execution and closure.
- Demonstrated experience in the preparation and management of various contract delivery models across both design and construction functions.
- Proven consultation and negotiation skills, proven ability to build relationships and influence and communicate effectively at all levels.
- Encourage initiative and creativity in others, fosters an environment of innovation and empowers team members.
- A sound appreciation of governance matters (engagement and approval processes), probity and confidentiality requirements.
- Demonstrated and proactive Health and Safety leadership and a personal commitment to Health and Safety procedures, policies and plans.
- Results-driven leadership to steer the project team towards a common goal.
- Actively seeks challenges and opportunities for professional and personal growth for themselves.
- Resilient in demanding project environments, develops strategies that are effective for managing and preventing stress in the long term.
- Record of achievement in improving project management processes including monitoring and evaluation, project team and supplier performance, stakeholder management and change management.

KEY RELATIONSHIPS:

All Melbourne Water employees are responsible for managing aspects of our customer/stakeholder relationships and service interactions, and will work proactively to deliver a consistent customer experience.

Internal

- Melbourne Water Leadership Team
- Major Program Delivery and other (including AMS and IP) Direct Reports
- Initiators and Stakeholders.

External

- External suppliers, contractors, designers and industry groups
- Engagement with external sponsors and interested stakeholder groups.
- Liaison with Ministerial representatives in state and local Government
- Liaison with other government departments (retail water businesses, other water authorities, local councils, land developers, Environment Protection Authority (EPA).

Job level: Hay 16
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MELBOURNE WATER POSITION DESCRIPTION

Project Manager, Development



SALARY RANGE:

- Melbourne Water reserves the right to remunerate people according to their ability to perform the functions of the role based on their qualifications, skills and experience.

OTHER COMMENTS:

This role requires the following:

- Relevant Engineering Tertiary Degree
- Eligible for competency based project management certification (i.e. Certified Practicing Project Manager (AIPM))
- Victorian Driver's License

Location: 990 La Trobe Street, Melbourne 3008, however this role requires frequent visits to sites across Melbourne Water's operational areas

Job level: Hay 16
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