

Role Description



Position Title Project Development Manager

Position Number ECM143

Purpose of Role

Lead and manage the Project Development unit to optimise the management of planning phase activities for the delivery of Complex Capital Infrastructure projects for Council.

Specific Responsibilities

Develop and guide the planning phase activities for the forward capital works program.

Develop and maintain ongoing positive working relationships with internal and external stakeholders including effective and efficient communication to ensure stakeholders are always aware of the progress of their projects.

Ensure senior management are regularly informed of the progress of the projects, particularly in relation to issues inhibiting delivery and/or which are considered beyond the scope of the position.

Provide high level leadership and effective management of staff, systems, processes, and resources for the planning of multidisciplinary infrastructure assets.

Oversee project planning activities to ensure projects are scoped and programmed in accordance with infrastructure priorities and budget requirements.

Prepare and issue concise project scoping documents, manage and coordinate projects and resources, for the project management of municipal infrastructure projects.

Manage the cost and quality control of planning projects, provision of technical input, planning and programming of works and staff supervision.

Ensure the application of modern construction and technical solutions and practices to all project activities.

Provide strategic and specialist high level advice to management on the planning of existing and future community infrastructure needs of the region.

Work Experiences and Skills - essential

Extensive experience and skill in the development of policies, procedures and reports which enable council to establish priorities in the areas most affected by infrastructure issues.

Experienced in developing and maintaining systems and procedures, performance measures and evaluation of work practices to improve the performance of the department.

Extensive experience and ability to deliver the specific responsibilities of this position.

Highly developed written and verbal communication skills, interpersonal skills, including consultancy and negotiation, with a strong focus on the provision of quality customer service.

Highly developed conceptual, investigative, analytical and problem-solving skills.

Significantly high-level experience in effective project management skills within a project planning, management and construction context.

Academic, Trade Qualifications and other Licences - essential

Tertiary qualification with a minimum of eight (8) years' experience in the field of construction, engineering or capital infrastructure.

Current C class driver's licence.

Construction Induction Card competency that has been used or obtained within the past 2 years.

Recordkeeping

In accordance with Council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of Council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with Council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

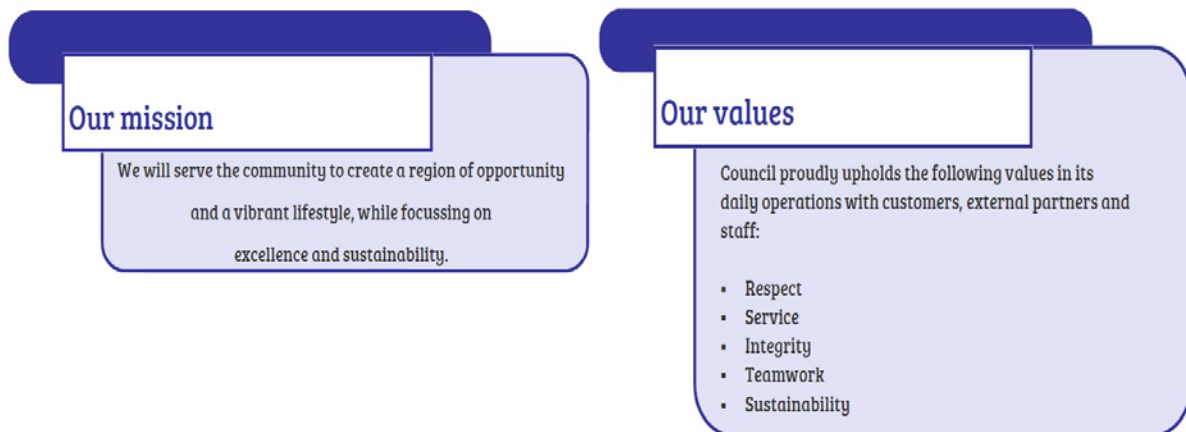
Work Location

You may be required to perform your role from any work location within the region.

Diversity Undertaking

You may be directed to carry out duties outside the specific responsibilities within the limits of your skill, competence and training.

Organisational Expectations



Respect	Service	Integrity	Teamwork	Sustainability
<i>starting point</i>	<i>this is what we do</i>	<i>how we do it</i>	<i>working together</i>	<i>outcome</i>
<ul style="list-style-type: none">▪ We listen to people▪ We treat people fairly and consistently▪ We embrace diversity and opinions▪ We treat others as we wish to be treated	<ul style="list-style-type: none">▪ We seek to understand the needs of those we serve▪ We strive to exceed expectations▪ We communicate clearly▪ We take a positive approach▪ We are proud to serve our community	<ul style="list-style-type: none">▪ We are ethical and honest▪ We take responsibility for our actions▪ We act within statute and law▪ We take pride in the manner in which we perform our duties	<ul style="list-style-type: none">▪ We promote a friendly, supportive work environment▪ We inspire and encourage innovation▪ We develop and maintain relationships▪ We work collectively to achieve common goals▪ We work collaboratively with our community and external partners	<ul style="list-style-type: none">▪ We focus on the future▪ We respect the environment▪ We demonstrate leadership by example