

Coordinator Program Management and Delivery

Position Description

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| Directorate | Project Delivery and Waste Services | Department | Project Development and Delivery |
| Reports To | Manager Project Development and Delivery | Direct Reports | Yes |

Position Purpose

This position will lead and manage a team in program management and delivery to effectively support Council stakeholders in relation to all project development, design and construction for all asset classes. These programs/projects include municipal asset classes of Roads, Drainage, Coastal Engineering, Buildings, Sporting Facilities, Bridges, Playgrounds, Parks, Waste Facilities, Transportation and Aerodrome. These programs/projects include all project stages of Project Development/Planning, Preconstruction/Design, Procurement and Construction.

Key Responsibilities and Outcomes

As a Coordinator Program Management and Delivery you will:

- Lead and manage a team of project management specialists to deliver the planning (project development), design (internal and external consultants) and construction (external contractors) for all asset classes.
- Perform the role of Contract Superintendent in accordance with Council's suite of contracts and procurement processes.
- Manage project approvals, monitor budget adjustments and coordinate procurement activities (including consultant and construction engagements).
- Provide strategic and operational advice to Council and key stakeholders including resolution of highly complex issues associated with project delivery, contract disputes and construction problems.
- Lead the delivery of key strategic initiatives in accordance with the strategic plan to ensure that annual operational plans are implemented in line with Council's strategic goals and objectives.
- Oversee the delivery of multiple capital and operational programs/projects from pre-construction through to final handover to ensure project and service deliverables are achieved.
- Prepare performance and progress reports to ensure proactive and early identification of issues for timely resolution.
- Prepare Council Reports for the awarding of tenders above \$200k and coordinate the preparation and approval of procurement plans and documentation.
- Manage risks and ensure compliance with statutory requirements within the Department and across Council more broadly.

- Provide positive leadership and resource co-ordination to foster team engagement and support professional development of the team. Driving continuous improvement of systems, processes, and resources for the planning, design and construction of multidisciplinary infrastructure assets.
- Build high level relationships across a range of diverse internal and external stakeholders to ensure quality service delivery outcomes are achieved.

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a leader you will shape the culture of the organisation by consistently role modelling the values expectations and behaviours and empower your leaders to do the same.

SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

Decision Making

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| <i>Budget</i> | \$5m Operational projects; \$60m capital projects. |
| <i>Delegations</i> | Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register |

Knowledge & Experience

- Extensive knowledge and experience in project and contract management for the delivery of significant infrastructure projects.
- Extensive experience leading and managing a multidisciplinary team of project management specialists in a large and complex organisation to drive high performance outcomes.
- Demonstrated experience providing high level strategic and operational advice to key stakeholders.
- High level experience overseeing the delivery of multiple operational programs/projects.
- High level presentation and communication skills, both written and verbal, with the ability to influence and negotiate integrated and sustainable outcomes.
- Analytical and outcome focused, with the ability to manage competing demands in a complex environment.
- Ability to keep abreast of political, economic, industry, employment and social trends and developments which may impact on current Council operations or which may create new opportunities for Council to extend or improve existing services.
- High level experience in building relationships with a range of internal and external stakeholders.

Qualifications

- Degree in Engineering, Construction, Project Management, or a related discipline
- Current C Class driver's licence.
- Valid Construction Induction Card (obtained or used within the past two years), or willingness to obtain prior to commencement.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.
