Role Description

Position Title	**Project Manager - Project Development**
Position Number	**IFM170**

Purpose of Role

To manage planning phase activities for capital works infrastructure projects, including the provision of professional building and/or engineering support within the department.

Specific Responsibilities

- Act as a point of contact for capital works project development phase matters by providing expert advice, innovation and problem solving through the exercise of judgement.

- Manage the planning phase delivery of infrastructure projects, fulfilling a project management role for works as directed.

- Coordinate the planning phase concept design for projects, including liaison with internal and external providers, consultants, contractors and project stakeholders.

- Where required, undertake project management tasks relevant to the delivery of key Council infrastructure and services including the review of project scopes, design review, cost estimation, constructability considerations, contract documentation, specifications, quality and environmental issues.

- Work independently, and interdependently with project managers where directed, in the management of pre-construction works, to ensure projects are effectively planned to streamline production of: design drawings, technical specifications, contract management requirements, stakeholder liaison, quality control, including the inspection and supervision of construction works to ensure that projects are completed in compliance with all requirements.

- Where required, undertake or seek consultancy for assessment, inspections, and investigations throughout the planning period including: building condition audits, engineering studies, feasibility studies, planning assessment and concept design.

- Report on project development and planning phase issues including project development phase progress, financial expenditure and forward budgets, consultancy contractual issues, risks and communications requirements.

Work Experiences and Skills – essential

- Demonstrated relevant experience in a similar role or a role requiring a similar skill set.

- Demonstrated ability to understand project documents, design drawings, specifications, schedules and contracts having regard for relevant construction standards and Australian Standards.

- Demonstrated ability to apply critical thinking, reasoning, evaluation and decision-making skills.

- Excellent time management skills to achieve proficiency and effectiveness in managing conflicting priorities and meeting deadlines.

- Highly-developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.

Academic, Trade Qualifications and other Licences – essential

- Degree in architecture, engineering, construction management or other relevant field.

- 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 required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Organisational Expectations

Our mission

We will serve the community to create a region of opportunity and a vibrant lifestyle, while focussing on excellence and sustainability.

Our values

Council proudly upholds the following values in its daily operations with customers, external partners and staff:

- Respect
- Service
- Integrity
- Teamwork
- Sustainability

Respect	Service	Integrity	Teamwork	Sustainability
starting point	*this is what we do*	*how we do it*	*working together*	*outcome*
- We listen to people - We treat people fairly and consistently - We embrace diversity and opinions - We treat others as we wish to be treated	- 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	- 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	- 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	- We focus on the future - We respect the environment - We demonstrate leadership by example