

### Project Manager - Capital Works

**Position Number:** 500488

**Directorate:** Development and Infrastructure

**Department:** Capital Works

**Reports to:** Coordinator Capital Works

**Classification:** Band 7

**Employment Status:** Permanent

**Location:** **Civic Centre Broadford** – all employees may be directed to move either permanently or for temporary periods to other offices within the Shire due to operational requirements.

**Date created/amended:** September 2020

**Employee signature:** \_\_\_\_\_ **Date:** / /

## About the Organisation

### Mitchell Shire

All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

### Vision

Together with our Community, create a sustainable future.

### Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:



Working Together



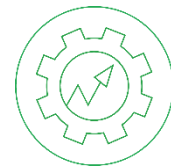
Respect



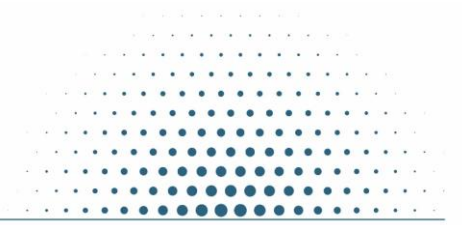
Customer Service  
Excellence



Accountability



Continuous  
Improvement



### **Structure**

Mitchell Shire Council is broken into three Directorates being:

- Governance and Corporate Performance
- Development and Infrastructure
- Advocacy and Community Services

### Engineering and Major Projects Department

This department is responsible for ensuring Council's statutory obligations for the operation of the road and drainage network infrastructure are satisfied. The department consists of two primary responsibility areas;

- Transport and Developments;
- Capital Works
- Building Maintenance

These teams ensure that;

- Council's civil infrastructure, public lighting and building assets are planned, designed, built, maintained and renewed in line with industry standards and community expectations;
- Best practice is applied to manage projects to ensure cost effective, serviceable assets for the community;
- New road and drainage assets constructed as part of new subdivisional development throughout the Shire complies with all necessary standards and specifications to ensure longevity and serviceability for the community, and;
- Advocacy for better public transport outcomes for the community
- Programming and delivery of preventative repairs and responding to unplanned repair needs for Council's building assets.

## About the Role

### **Objectives**

- To deliver high quality community infrastructure projects on time, within budget and to Council standards and specifications.
- To provide best practice Project Management services to Project Sponsors for the delivery of capital works projects in accordance with Council's Project Management Framework.
- To provide advice and guidance to team members who undertake project delivery.
- To deliver specialist advice and assistance in the planning, design, project management, monitoring, auditing and renewal of Council's civil infrastructure assets.

### **Key Responsibility Areas**

#### **Capital Project Planning and Design**

- Preparation of project scopes, briefs and cost estimates for funding submissions on behalf of Project Sponsors;
- Coordinate the development of concept and detailed designs for review by Project Sponsors;



- Develop project plans, stakeholder engagement plans and associated project documents;
- Ensure project plans, goals and deliverables support business goals in collaboration with senior management and stakeholders;
- Liaise and manage consultants and architects regarding allocated capital works projects;
- Liaise with relevant Council departments, user groups and key stakeholders to resolve issues and develop projects associated with Council assets and facilities
- Assist in the development of Council's annual and long-term asset renewal program in consultation with service managers and key stakeholders to meet the objectives of Council's asset management plans.

### **Capital Project Delivery**

- Prepare contract documentation and specifications for capital works; call and assess tenders, tender award and administer contracts
- Oversee contracts with external providers against service delivery specifications, timelines and financial performance indicators
- Develop and maintain best practices and tools for project execution and management
- Maintain effective project and contract management systems to monitor project expenditure against budget and forecast project costs
- Identify and manage project dependencies and critical paths
- Maintain an effective system to record and monitor project variations
- Proactively manage changes in project scope, identify potential causes and devise contingency plans
- Supervise capital works projects by carrying out site inspections and attending/organising site meetings
- Provide direction and effective leadership to ensure capital projects are completed on time, within budget and to Council standards
- Maintain and continuously improve contract quality control procedures to ensure contractors meet specified standards and safety requirements.
- Ensure that work sites are properly protected and signed at all times by Contractors and that all safety requirements are met in accordance with the contract requirements
- Comply with Council's Procurement and Contract Management Policies in the delivery of Capital Works Projects.
- Ensure activities are in compliance with statutory requirements
- Maintain an excellent customer service interface when dealing with enquiries, requests and complaints from the public.

### **Capital Project Reporting**

- Prepare capital works progress and financial reports
- Regularly report to the Capital Works Coordinator and Project Sponsors on project status of and any variations to approved budgets and timelines
- Prepare information for asset capitalisation as part of end of year financial reporting
- Conduct project reviews and create a recommendations report in order to identify successful and unsuccessful project elements.

### **Council Plan**

- Achieve priorities within the Council Plan relevant to the position responsibility.



### **Procurement**

- Familiarise one's self with and abide by the Council's Procurement Policy Risk management and occupational health and safety -
- Comply with occupational health and safety legislation, risk management requirements and all Council policies.

### **Other Duties**

- Develop a strong working relationship with the Road Maintenance Team including the regular provision of technical and practical advice for road rehabilitation projects;
- Responsibilities and duties included in this position description are subject to the multi-skilling and job rotation provisions of the Mitchell Shire Council current Enterprise Agreement and or any supplementary agreements and where applicable the appropriate award.

## About You

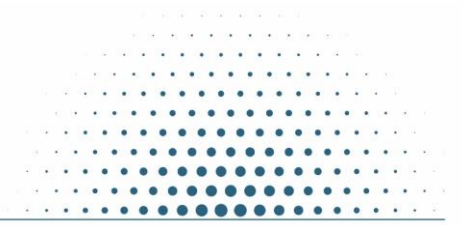
### **Key Selection Criteria**

1. Tertiary qualification or other accredited training in Civil Engineering / Project Management for Infrastructure Projects
2. Demonstrated Project Management knowledge and experience
3. Highly developed oral and written communication skills to enable effective communication with a wide variety of people from all levels and background including staff, contractors and the public
4. Sound financial and budgeting skills, including the ability to develop and manage project budget allocations
5. Well-developed negotiation, facilitation and influencing skills
6. Knowledge of best practice contracting and tendering practices
7. A valid Victorian Driver's licence
8. Willingness to undertake National Police Check

### **Qualifications and Experience**

#### **Essential**

- Tertiary qualifications in either Civil Engineering or Project Management or other related discipline.
- A minimum of 3 years relevant experience in a similar role
- Extensive knowledge of civil construction industry principles and practices
- Experience at working both independently and in a team-oriented, collaborative environment is essential.
- Substantial experience in successfully managing contracts and contractors
- Highly developed oral and written communication skills to enable effective communication with a wide variety of people from all levels and background including staff, contractors and the public



- Well-developed negotiation, facilitation and influencing skills
- Knowledge of best practice contracting and tendering practices

### **Desirable**

- Experience and understanding of Local Government environment and processes.
- Project Management Certification from an accredited Professional Institute



## Position Requirements and Technical Competencies

### **Accountability and Extent of Authority**

- Accountable to Project Sponsors for the effective delivery of projects;
- Frequent consultation with senior staff and regular reporting to ensure adherence to procedures. Use of discretion is monitored regularly by consultation with the Capital Works Coordinator;
- Ability to seek advice from Capital Works Coordinator and experienced colleagues;
- The ability to take responsibility for own development, needs and learning;
- Freedom to act is set by policies, objectives and budgets; actions taken may have a significant effect on programs or projects, or on public perception of the wider organisation;
- Responsible for the planning, scoping and execution of projects and providing instruction to contractors to achieve an overall result;
- Accountable for ensuring records relating to activities are accurate and timely, including work scopes, project plans, procurement documentation and asset capitalisation information

### **Judgement and Decision Making**

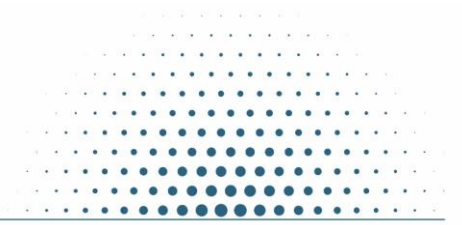
- Independence in decision making, problem solving and policy development based on specialised knowledge and skills
- Sound investigative, analytical and creative skills throughout the project lifecycle.
- High level problem solving and decision-making skills.
- An ability to independently discuss and resolve problems of a technical and general nature with supervisors, engineers, contractors, consultants and developers.
- Ability to think methodically, to design, plan and manage projects.
- Application of quality improvement principles to further the long-term goals of Council.

### **Specialist Skills and Knowledge**

- Comprehensive knowledge of Council's obligations as a road authority and of traffic and transport management principles;
- Comprehensive knowledge of project and contract management principles and obligations;
- Strong research and analytical skills to develop reports, policies or procedures
- Ability to prepare concise reports.
- Capacity to produce and provide analysis of statistics and reporting
- Proficiency in the use of personal computers, database applications and Microsoft Office products;
- Sound knowledge and familiarity of principles and practices of budgeting, accounting and financial procedures;
- Sound working knowledge of the Local Government Act, Road Management Act, Water Act and other relevant acts which make statutory demands on Councils with respect to matters of engineering infrastructure.
- Knowledge of occupational health and safety requirements and equal employment principles and practice;

### **Management Skills**

- Ability to be a positive mentor to staff and team members
- Ability to lead and motivate staff who are not direct reports to achieve project based goals
- Ability to plan, manage own time and meet deadlines as well as set priorities and effectively allocate resources when directed.
- Ability to mentor staff and manage contractors to deliver Council's objectives on time and budget despite conflicting pressures.



- Ability to adapt to and work effectively within a variety of changing situations
- Ability to meet objectives and goals despite conflicting work pressures or resistance to change

### **Interpersonal Skills**

- Ability to relate to persons from diverse cultural, social and technical backgrounds.
- Excellent teamwork and communication skills;
- Strong ability to gain the trust, support and cooperation of colleagues and stakeholders;
- Ability to negotiate, influence and delegate;
- Experience in negotiation and liaison with officers of the various Federal and State service authorities, consulting engineers, urban developers, employees and tribunals.
- Ability to communicate a clear strategy and direction, and accurately translate concepts into action plans and construction plans.
- Ability to prepare clear, succinct reports
- Integrity, trustworthiness and professionalism.



## Appendix A - Conditions of Employment and Responsibilities

### **Agreements, Legislations and Awards**

Employment conditions for all employees are in accordance with the relevant award, employment contract, industrial agreement, organisational policies and procedures as amended.

Current Certified Agreements at Mitchell Shire Council are:

- > Mitchell Shire Council Enterprise Agreement No 7 2017-2020
- > Early Education Employees Agreement 2016

Current Awards at Mitchell Shire Council are:

- > Victorian Local Authorities Award 2001
- > Nurses (ANF Victorian Local Government) Award 2002
- > National Training Wage Award 2000

### **Asset Management**

Employees are expected to familiarise themselves with and abide by the Council's Asset Management policies, plans and strategies.

### **Charter of Human Rights Compliance**

Council employees should demonstrate, respect and promote the human rights set out in the Charter of Human Rights and Responsibilities by:

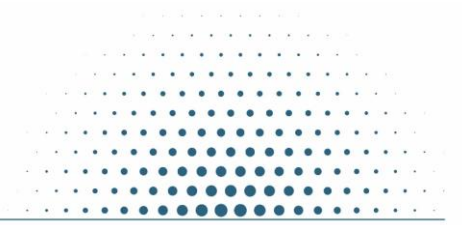
- > Making decisions and providing advice consistent with human rights
- > Actively implementing, promoting and supporting human rights

### **Child Safe Standards**

Mitchell Shire Council is committed to ensuring the implementing of Child Safe Standards within our organisation. As such:

- > All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse and neglect
- > There is zero tolerance for all forms of abuse and neglect towards children
- > All allegations, concerns and complaints brought to the attention of Mitchell Shire Council will be taken seriously and acted upon in a timely manner and reported to the relevant authority
- > Best practice standards will apply in the recruitment of staff, volunteers and contractors
- > People engaged in child-related work, including volunteers and contractors, are required to hold the applicable Working with Children Check and to provide evidence of this check
- > A statement of our commitment to child safety requirements is included in induction
- > Mitchell Shire Council have risk management strategies in place to identify, assess, and take steps to minimise risks to children
- > Allegations of abuse, neglect and safety concerns will be recorded using incident reporting systems, including investigation updates
- > All personal information considered or recorded will respect the privacy of the individuals involved under the Privacy Act and the best interests of the child will be considered when sharing information with relevant authorities and agencies





### Corporate Recordkeeping Responsibilities

Mitchell Shire employees should demonstrate the following;

- > Understanding records management obligations and responsibilities
- > Making and keeping accurate and complete records of business activities and decision making
- > Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails and letters
- > Ensuring the quality and accuracy of the data used or entered on Council databases and systems
- > Destruction of Council records are not to occur without authority from the Corporate Information Department.

### Code of Conduct

The Code of Conduct outlines standards of conduct and behaviour that must be demonstrated by all Mitchell Shire Council employees, volunteers and contractors. You need to familiarise yourself with the Code and observe its provisions. Breach of the Code may result in counselling and disciplinary action. A substantial breach may result in termination of employment.

### Corporate Induction

You will be required to attend a Corporate Induction within your first month at Council, commencing at 9am at Mitchell Shire Council Civic Centre on a date to be advised.

The People and Culture team also conduct quarterly bus tours of the Shire. This gives new employees the opportunity to see the shire in full and be familiar with our sights and operations.

### Customer Service

Customer Service Excellence is one of Mitchell Shire Council's values and therefore staff are required to;

- > In accordance with Council's Customer Service Procedure, be proactive in the delivery of services ensuring that quality customer service is provided always whether the communications are delivered personally, electronically, written or by telephone with the customer
- > Ensure a high quality customer focused service at all times
- > Contribute to excellence in service delivery and present a positive image for Council
- > As required, maintain effective and co-operative communication with all customers, community groups/organisations, business, Council and other Government authorities
- > Provide service in accordance with Council's Customer Service standards

### Drivers Licence

If you are required at any point to drive a council or personal vehicle for business use, it is a condition of employment that a current Driver's licence is maintained. *Loss of your driver's licence may result in the termination of employment.* If your driver's licence is suspended or cancelled you must inform your manager immediately.



### **Emergency Management**

As part of the duties associated with this position, the incumbent may be requested to assist Mitchell Shire Council in responding to an emergency, should one arise, affecting the operation of council and/or the wellbeing of the Community.

### **Hours of Work**

It is appropriate that you arrange your ordinary hours of duty with your Manager to meet the demands of the position. Mitchell Shire Council offers flexible working arrangements (where operationally viable) to encourage work life balance. A standard full time employee works 76 hours per fortnight (this varies depending on department), with additional hours each day if a monthly ADO is being accrued.

### ***Accrued Day Off (ADO) and Rostered Day Off (RDO)***

An ADO/RDO is applicable for some positions, with the following arrangement;

#### ***Monthly ADO***

A Monthly ADO is available to full time staff. As a full time, indoor staff member, the standard working day is 7.6 hours. By working an additional .4 hours per day, you are able to accrue one day off per month. For full time library staff, the standard working day is 7 hours. By working an additional 0.36 hours per day, you are able to accrue one day off per month.

ADO's must be taken at a mutually convenient time. Your Manager will approve when the ADO is to be observed, based on service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

#### ***Fortnightly ADO***

A 9-day fortnight generally applies to outdoor staff. This is accrued by working 8.5 hour days for 9 days per fortnight, with the 10<sup>th</sup> day being the RDO. Your Manager will determine and roster the day that is to be observed to suit service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

### **Motor Vehicle**

Where a position is allocated a **full private use vehicle** entitlement, the employee may opt to take a cash option of their vehicle allowance and utilise their own private vehicle.

Where a position is allocated **commuter use of a council vehicle**, that vehicle is not to be utilised for any personal use without prior arrangement from the Director.

More information on Vehicle and Travel allowances can be found in the Motor Vehicle Policy.

### **Policies and Procedures**

The terms of the Council's policies are not incorporated as terms of this Agreement and are not intended to create any legally enforceable rights on the part of the Officer, but the Officer must abide by them because they are lawful and reasonable directions of the Council.

### **Pre-Employment Checks**

Your employment is dependent upon successful completion of a National Police Check prior to commencement. The cost of this check will be borne by Mitchell Shire Council.



Working with Children Checks are compulsory for some staff, and must be provided prior to commencement. These are to be maintained at the employee's own expense.

A Pre-Employment Medical Check *may* be conducted on staff, to ensure they are able to operate in their role safely and effectively.

### **Qualifications Required for the Role**

It is a condition of your employment that you maintain the qualification and memberships that are identified in the Position Description. The cost of maintaining those qualifications and memberships will be borne by the employee. Any Continuing Professional Development (CPD) hours required to maintain your qualification and memberships are to be undertaken outside of normal working hours.

### **Qualifying Period**

All employees are required to complete a six-month qualifying period from the commencement of their employment. Management shall assess employees' performance on the job, including the satisfactory achievement of the performance objectives set in the employee's commencement plan, skills and knowledge represented, the commitment to and how the employee's work reflects the core values, attendance, and cultural fit.

Management shall determine during the qualifying period whether the employee has/is successfully achieving the requirements of the role. Where, in the opinion of management, the employee will not or has not successfully achieved these requirements, employment may be terminated during the qualifying period.

### **Recognition of Prior Service**

Recognition of Prior Service can be made for those employers listed as applicable under the Local Government (Long Service Leave) Regulations 2012.

An application for RPS must be made to the payroll department on your Employee Registration Form upon commencement (no later than 2 months after commencement).

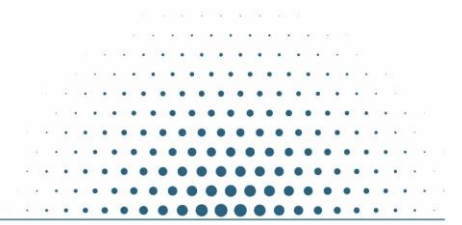
### **Payroll**

Payment of salary is made on a fortnightly basis (currently every second Wednesday), by electronic transfer to your nominated financial institution account.

### **Risk Management and Occupational Health and Safety**

Council Employees should comply with Occupational Health and Safety Legislation, Risk Management requirements and all Council policies, procedures and guidelines. This includes (but is not limited to) the following:

- Perform all duties in a manner which demonstrates due care for your own and others health and safety
- Comply with Risk and OHS documentation and legislative requirements
- Identify and report hazards, risks, incidents or health and safety issues as soon as possible.
- Participate in Risk, Safety and Health Initiatives including investigations, implementation of corrective actions, risk assessment or return to work arrangements.
- Wear and maintain all issued personal protective equipment.



### **Superannuation**

Council will contribute to the Vision Super Scheme or an approved superannuation fund of your choice on your behalf at the rate of 9.5% of the base salary offered (excluding staff who have agreed a Total Remuneration Package (TRP)). This contribution amount is in addition to (not deducted from) your base salary.

### **Types of Employment**

Employees should be aware that Mitchell Shire Council employs staff on several types of employment contract. This includes the following types;

**Casual Employees** will be employed on an hourly basis to work on an intermittent or irregular basis. We cannot guarantee set hours of work. In order to manage our casual staff, we undertake periodic database checks. Any casual employee who has not worked within that period may automatically be removed from the system.

The hourly rate of a casual employee includes the 25% loading in lieu of annual leave, personal leave, public holidays and severance entitlements.

**Part Time Employees** can work hours in addition to their contracted hours. These hours will be paid at ordinary rates. Employees can work ordinary rates to a maximum of 38 hours within a week, for library staff 35 hours. Any hours worked in addition to maximum hours will be paid at overtime rates or time in lieu will be calculated in accordance with the Enterprise Agreement, Award and policy as amended from time to time.

### **Variances to Duties**

In line with operational requirements of Council it may be necessary, to vary your work duties and/or position description. Such changes would be discussed with you prior to initiation and will be compliant with the nature of the work for which you were employed.

You may be required to work from or relocate to any Council work site within the Council municipality depending on operational requirements.