

Position Description

WORKING TOGETHER FOR A THRIVING COMMUNITY



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| POSITION TITLE: | Project Manager |
| POSITION NUMBER: | 0377 |
| DIRECTORATE: | City Infrastructure |
| DEPARTMENT: | Major Projects |
| CLASSIFICATION: | Band 7 |
| REPORTS TO: | Coordinator Major Projects. |
| DIRECTLY MANAGES: | n/a |
| KEY STAKEHOLDERS: | Employees at all levels of the business, ratepayers and businesses, community representatives, consultants and contractors, advisory groups |
| DATE: | 1/10/2024 |

POSITION SUMMARY:

This position is accountable for the effective management and successful delivery of Council's capital project program of works. The program of capital works is broad and includes but is not limited to buildings, landscapes, sports and recreation infrastructure, public amenities and major projects. The Capital Projects Officer is the project manager responsible for effectively managing a range of assigned capital projects across the municipality.

ABOUT US:

The City Infrastructure Directorate manages and maintains over \$5.5 billion worth of infrastructure assets across the Greater Geelong area. The directorate spans all aspects of the infrastructure lifecycle, including design, construction, maintenance, renewal and disposal of assets, and includes both hard infrastructure as well as living assets that include our award-winning parklands, revegetation areas, coastal environments, biodiversity expanses and our extensive tree network. In addition to the management of this asset base, the directorate is responsible for the sustainable management of all streams of the City's waste, with a view to diverting waste from landfill and managing waste streams in an environmentally sustainable way. The directorate also manages the delivery of Council's capital works program, inclusive of the design and delivery of a range of civil infrastructure.

The Major Projects Department is the main capital works delivery team for the City of Greater Geelong. The Department is made up of engineers and project managers which include a Design and Survey Team, Project Delivery Teams for Buildings, Recreational Services, Roads and other Infrastructure together with the recently established PMO for Major Projects. The Major Projects Department work closely with Service Managers, external stakeholders and Council's in-house legal and Procurement Teams delivering and reporting on all major capital works projects for the City of Greater Geelong.

Visit our website to read about the [City of Greater Geelong](#), [our values](#), and [our vision and strategy](#).

KEY POSITION RESPONSIBILITIES:

Specialist Work

- Contribute to a range of activities in Project Management to develop and implement solutions in line with department strategy and plans.
- Provide subject matter advice when required to the department leaders and other relevant stakeholders.
- Maintain relationships with relevant internal and external stakeholders by communicating information and updates clearly, concisely, and professionally.
- Support innovation and best practice approach in the department for customer and community satisfaction.
- Competently supervise and manage the full project life cycle of assigned capital projects, ranging in size and complexity, from start up to close out.
- Deliver exceptional stakeholder management to mitigate potential risks and demonstrate project value-add to the community and vested parties.
- Prepare contract documentation including drawings, specifications, and other items specific to individual projects.
- Ensure effective project reporting mechanisms are in place and adhered to.

People Leadership

- Contribute to building effective relationships with other staff, customers and various subject matter experts across the City.
- Contribute to a positive and inclusive team culture, by supporting change activities and actively collaborating with team members to achieve high levels of productivity.
- Train and actively support others in the team by sharing knowledge to achieve common development goals.

Organising Resources & Planning

- Work with the department leader to deliver the unit's business plan and strategy, to achieve value for our community and customers.
- Execute, monitor, and report on work progress against plans and budgets to ensure timely delivery in line with the relevant regulations and policies.
- Support routine problem-solving and continuous improvement activities by identifying and addressing gaps and inefficiencies to minimise financial waste.
- Align own efforts with others' activities to support coordination of plans and projects, balancing needs of different stakeholders.
- Effective delivery of assigned major projects, including streetscape projects, building projects, civil projects, landscaping projects, sports ovals and sports reserve developments, playgrounds, skate parks and toilet blocks.

The above information is graphically depicted in the **Position Balance** graph below. It shows the approximate degree of time one may require dedicating towards people leadership, organising resources/planning and specialist work. The time horizon indicates the timeframes the important tasks in this job may take to create an impact on the organisation indicating the level of strategic thinking and impact

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|----------------------------|--|--------------------------|
| People Leadership 10 – 20% | Organising Resources & Planning 10 – 20% | Specialist Work 60 – 80% |
| Time Horizon 3 – 12 Months | | |

SELECTION CRITERIA:

We embrace diversity and encourage applicants to apply, even if they don't meet all the criteria. We value different experiences, unique skills and believe in providing opportunities for growth.

| REQUIRED | DESIRABLE |
|--|---|
| Education and Experience | |
| <ul style="list-style-type: none"> • Tertiary qualifications in Project Management or related field and /or demonstrated experience in project management in either the construction management (civil or building) or recreation facilities areas. • Demonstrated experience in the use of judgement to enable quality decision making within a project management context. | <ul style="list-style-type: none"> • Experience working in a EPMO /PMO environment |
| Skills and Knowledge | |
| <ul style="list-style-type: none"> • Demonstrated people skills to support, influence, and collaborate with relevant stakeholders. • Good problem solving and stakeholder management skills to work effectively with diverse stakeholders to achieve task outcomes. • Developed writing and speaking skills to align with stakeholders and achieve support for task outcomes. • Well-developed planning and time management ability. • An ability to efficiently manage time, constantly re-prioritizing tasks to work on a number of different tasks simultaneously and respond to immediate needs. • Demonstrated ability to work independently or in a team environment as required by the task. • A good knowledge of the construction industry and an understanding of local government. | <ul style="list-style-type: none"> • Knowledge of relevant legislation, policies and practices related to construction. • Other non-essential but relevant specialist skills related to Project Management. |
| Licenses or Checks | |
| <ul style="list-style-type: none"> • Working with Children Check • Police Check • Valid Driver's license | <ul style="list-style-type: none"> • Other non-essential Licenses or Checks |

APPENDIX 1: ADDITIONAL GENERAL INFORMATION:

General Expectations

- Behave according to the City's values and expectations.
- Behave according to the City's Leadership capability framework which specifies the behaviours for being an effective team member.
- Adhere to the Council's policies and procedures and carry out duties as deemed reasonable and relevant to this position.
- Understand and adhere to relevant Delegations and Regulations applicable to this role.
- Participate in building ethical organisational culture, by preventing, detecting and reporting fraud and corruption.

Child Safety Responsibilities:

We are committed to being a child-safe organisation and have zero-tolerance for child abuse. We have specific policies, procedures, and mandatory training in place to support employees, volunteers, and contractors to achieve and adhere to these commitments. Please read our [Child Safe Standards Management Policy](#).

Diversity and Inclusion

At the City we want a workforce that reflects the community we live in. We welcome and embrace everyone, all people with their own unique experiences, and support and encourage all our employees to do their best work, have equal access to opportunities and a just working environment. For this reason, we particularly welcome and encourage applications from First Nations people, people with diverse cultural and linguistic backgrounds, from the LGBTQIA+ community, people with disability and people of all genders, ages and diverse experience.

Risk Management and Occupational Health, Safety & Wellbeing (HSW) Responsibilities:

- Promote and lead a positive occupational health, safety and wellbeing culture by demonstrating a positive commitment to HSW.
- Understand and comply with all City of Greater Geelong HSW policies, procedures, and legislative requirements relevant to the position.
- Take responsibility for own safety, perform work in a safe and appropriate manner, ensure understanding of any hazards and risks that may be present.
- Ensure behavior does not interfere with the HSW of others, including discrimination, bullying or harassment.
- Proactively report any incidents, injuries, hazards, or unsafe work practices.
- Complete all mandatory and recommended HSW training as scheduled.

The following general physical, functional, and psychosocial requirements may apply to this position. Specific physical requirements will be attached if applicable.

| Physical and Functional Requirements | Psychosocial Requirements |
|--|--|
| <ul style="list-style-type: none">• Some manual handling tasks.• Prolonged periods of inactivity, e.g., sitting at the computer.• Regular keyboarding associated activities. | <ul style="list-style-type: none">• Dealing with politically sensitive information and managing demanding stakeholders in stress situations.• Demanding deadlines, requiring working longer hours or over weekends.• Undertaking decisions that can make lasting impact to the organization and community. |

Band 7:

As per the Enterprise Agreement (No.11) 2021, the following points may apply to a **BAND 7** role:

Accountability and Extent of Authority:

- Employees manage resources, provide advice, or participate in policy development.
- Freedom to act varies: resource management follows policies and budgets, advice-giving is reviewed professionally, and policy formulation is investigative, analytical, or creative, guided by senior positions; employees contribute to policy development.

Judgement and Decision Making:

- Problem-solving positions with specialized work, using methods developed from theory or precedent.
- Policy formulation involves intellectual challenges, requiring identification and analysis of various options before making recommendations, with limited guidance.

Specialist Knowledge and Skills/ Qualifications and Experience:

- See relevant sections of the Selection Criteria above.
- Policy formulation requires analytical skills within an organization-wide framework, along with understanding of the organization's goals, values, legal and political context, budgeting principles, and relevant financial procedures. Entry into this Band typically requires education and several years of relevant experience.

Management and Interpersonal Skills:

- Skills needed in time management, prioritization, and efficient planning despite conflicting pressures.
- Understanding and implementation of personnel policies, recruitment procedures, and development schemes; ability to gain cooperation, motivate and develop employees; liaison with external counterparts and internal problem resolution.

For more information, please refer to the Schedule 12 of the City of Greater Geelong Enterprise Agreement (No.11) 2021