

Position Description

WORKING TOGETHER FOR A THRIVING COMMUNITY



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| POSITION TITLE: | Project Manager - Northern and Western Geelong Growth Areas |
| POSITION NUMBER: | 2969 |
| DIVISION: | Placemaking |
| DEPARTMENT: | Planning and Growth |
| CLASSIFICATION: | Band 8 |
| REPORTS TO: | Coordinator Strategic Planning |
| DIRECTLY MANAGES: | Project related process, no people management |
| INTERNAL LIAISONS: | Employees at all levels of the organisation |
| EXTERNAL LIAISONS: | Ratepayers and businesses, community representatives, consultants and contractors, advisory groups, developer consortiums, relevant State and Federal government departments |
| DATE: | September 2024 |

POSITION OBJECTIVES:

The Project Manager will lead the delivery of the Northern & Western Geelong Growth Areas. This includes the implementation of the framework plan, initiatives and projects identified in the framework plan and project management and coordination of ongoing precinct structure planning and infrastructure funding program to ensure the aspirational vision for the growth areas is achieved.

POSITION RESPONSIBILITIES:

Key Responsibilities:

1. Lead the delivery of the NWGGA project, including the precinct structure plans and infrastructure planning and funding, as well as finalising the Strategic Assessment work.
2. Contribute to the growth of organisational capability, performance and engagement on the various projects in the area at any given time.
3. Manage the project schedule and budget in consultation with the Coordinator Strategic Planning.
4. Provide expert advice to a range of internal and external stakeholders and authorities on greenfield planning issues.
5. Work collaboratively across divisions and stakeholders in managing the design and delivery of our new communities.
6. Represent the City at Planning Panels, Ministerial Advisory Committees and similar as required.
7. Adhere to all Council's policies and procedures and any legislative requirements relevant to this position.
8. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

Values:

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

Risk Management and Occupational Health & Safety Responsibilities:

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behaviour does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

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

- Manual handling tasks.
- Prolonged periods of inactivity eg. sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

KEY SELECTION CRITERIA:**Qualifications:**

1. Relevant tertiary qualification in urban planning or related field.
2. Project management experience.

Essential:

1. Extensive strategic planning experience in on projects of comparable scale and complexity.
2. Exceptional project management skills with demonstrated success in leading high-performing teams to deliver results.
3. Proven ability to drive and negotiate innovative outcomes in a strategic planning setting.
4. Demonstrated ability to develop and maintain strong collaborative working relationships with a range of community stakeholders, including developers, councillors and other internal and external stakeholders.
5. Excellent written and oral communication skills, including reports, community consultation, and presentations.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable for significant work planning, strategy formulation and program delivery inclusive management of resources, quality, effectiveness, cost and timeliness.
- Acts as the Council subject matter expert (SME) in strategic planning, responsible for the provision of specialist advice which contributes to informed decision making by Council.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

JUDGEMENT AND DECISION MAKING:

- Autonomously manages and successfully resolves highly complex issues and/or matters which may require the development of suitable procedures.

- Make professional judgements within the area of specialisation and will rely on previous experience to resolve technical matters with limited guidance.
- Ability to make decisions that relate to the technical aspects of the role.
- Counsel and guidance will be available from the Coordinator Strategic Planning.

SPECIALIST SKILLS AND KNOWLEDGE:

- Specialist in contemporary strategic and infrastructure planning including knowledge of relevant legislation and recognised professional standards and sufficient experience to apply that expert knowledge having regard to the risks and implications of each specific situation.
- Sound knowledge of innovations and best practice in greenfield planning to enable the City to achieve it's aspiration vision for the growth areas.
- Knowledge and understanding of contemporary strategic planning theory and techniques, particularly greenfield planning, commensurate with the designation of an SME.
- An innate understanding of relevant legislative and regulatory frameworks including national, state and local planning policy directions and regulatory processes.
- Highly developed analytical, research and investigation skills.
- Excellent project management skills and demonstrated ability to deliver key outcomes on time and within budget are essential.

MANAGEMENT SKILLS:

- Experience in sourcing, engaging and overseeing appropriate consultants where required.
- Excellent leadership skills with the capacity to “lead, inspire and motivate”, monitor and manage cross organisation teams.
- Good understanding of people management and employee relations practices including successfully resolving workplace issues and/or matters with the support of the Coordinator Strategic Planning and the HR Business Partner.

INTERPERSONAL SKILLS:

- Capacity to effectively lead a multi-functional team of subject matter specialists to deliver high-quality outcomes within an ambiguous and high-pressured environment.
- Proactive, positive and professional attitude with a flexible approach.
- Expert crisis management capability with extensive experience in negotiating successful resolutions with a diverse range of internal and external stakeholders.
- Outstanding communication skills with the ability to positively negotiate and influence in order to effectively deliver solid results for the City.