

PROJECT MANAGER – SUBURBAN RAIL LOOP

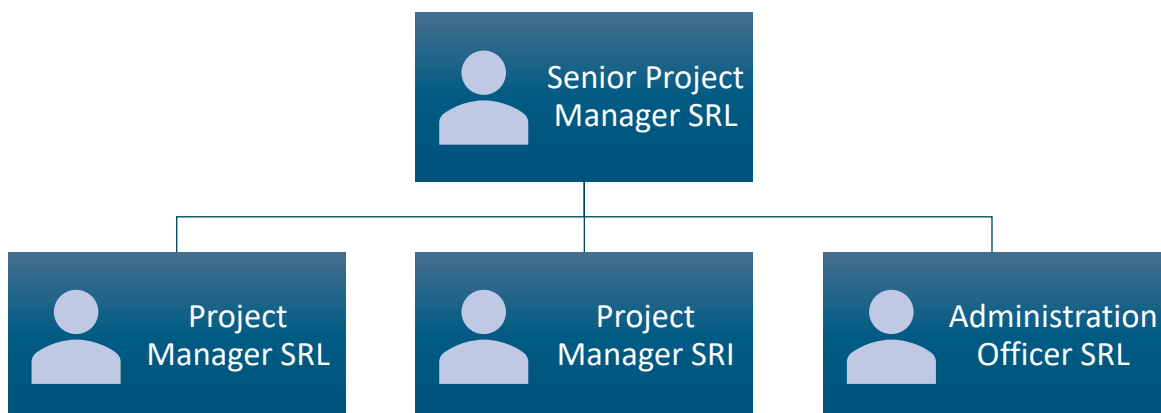
Position Number:	XXXX
Banding/Remuneration:	Band 7
Division/Branch:	City Development/ SRL Project Management
Reports To:	Senior Project Manager SRL
Date Approved:	November 2024

Position Objectives:

Reporting to the Senior Project Manager – Suburban Rail Loop (SRL), the Project Manager – SRL will contribute to Monash City Council’s involvement in the SRL East project delivered within the City of Monash. The role will be responsible for project interface and planning to ensure the delivery of the SRL East is undertaken in accordance with relevant approvals and legislation.

The role of Project Manager – SRL will be responsible for representing Council and collaborating with the Suburban Rail Loop Authority (SRLA), State Government bodies and other authorities regarding the design and disruption management of SRL East within the City of Monash.

Team Structure:



Key Responsibility Areas:

Communication: To ensure that Council is kept informed of all significant issues and to establish a cooperative and harmonious working relationship with staff, Councillors and key external stakeholders.

- Provide professional advice regarding the SRL project in the municipality. Work as part of an inter-departmental team to champion, refine and improve Council's input to SRL East.
- Actively engage key stakeholders in a collaborative way that supports project delivery success.
- Provide written and verbal briefings on relevant issues affecting the City
- Engage with our community in a timely manner and meaningful way to keep informed about the SRL Project and its impacts.

Project Management: To ensure critical project deliverables associated with the SRL East project are provided in an efficient and effective manner.

- Provide strategic and operational advice on aspects of the SRL project and negotiate with the State Government and other state agencies to ensure quality outcomes are achieved.
- Contribute to the ongoing review of the SRL project and the Environment Management Framework process.
- Advocate and provide advice and documents for major project improvements in relation to the SRL impacts and mitigation from the relevant authorities.
- Create and maintain accurate project information, and ensure project reports are relevant and transparent.

Financial/Budget Management: To ensure financial matters are managed to the benefit of the organisation.

- Prepare, manage and monitor budgets relating to the area of accountability.
- Negotiate and monitor financial performance of contracted consultancy services.

Accountability and Extent of Authority:

The incumbent is responsible and accountable for:

- Council point of contact for the planning and delivery of the SRL East project, including key stakeholders such as the SRLA, State Government bodies and other local governments.
- Coordinating input from relevant Council departments to ensure project delivery maintains or enhances Council's assets and impacts to our community are minimised.
- Manage and schedule project activities to meet project/program plans and strategic requirements of the organisation.

The incumbent has the authority to do:

- Vary program delivery within parameters and budget constraints.

- Issue instructions to consultants and contractors per the terms and conditions of the contracts and budgetary constraints.
- Represent Council as required in public forums, local committees, Council committees or industry groups.

Judgement and Decision Making:

- Able to identify and prioritise operational and strategic issues that relate to Council's objectives in relation to the SRL East project.
- Requires the ability to recognise when established policies, procedures and processes are no longer appropriate in meeting new or changing situations and thus the need to develop appropriate alternative solutions.
- Must be able to make decisions independently, having regard to Council policies and budget, ensuring that key stakeholders are aware of key actions and decisions that may impact the performance and external perception of Council.
- Requires a high level of autonomy, skill and capacity for decision-making.
- Will be required to use creative and analytical skills to reach solutions or progress outcomes.
- Must be able to manage relationships effectively to deliver desired outcomes.

Specialist Knowledge and Skills:

- Extensive specialist experience in project and construction management, development, and planning and policy formulation.
- Knowledge of the legal and political context of major external and capital projects.
- Considerable experience and demonstrated understanding in contract management and procurement processes.
- High level relationship skills to deal successfully with a wide array of stakeholders.
- Demonstrated ability to think strategically and laterally, to readily identify opportunities and innovative solutions.
- Strong stakeholder engagement and management experience with all levels of organisation.
- Sound knowledge of budgeting and accounting/financial procedures associated with project implementation and capital works program.

Management Skills:

- Influence and develop strong collaborative working relationships throughout the organisation to achieve objectives and goals of Council and the community.
- Advanced skills in managing time, setting priorities, effectively plan and organise meetings to meet specific objectives and statutory timelines.
- Project management skills - managing projects in an orderly fashion (and on time, on

budget and fit for purpose).

- Advanced capacity to manage a diverse range of functions and projects simultaneously.
- Highly professional ability to retain highly confidential information on highly sensitive issues.
- Promote, role model, and develop an understanding of professional behaviours per Monash City Council values and culture.

Interpersonal Skills:

- Highly effective relationship skills to gain cooperation and assistance from stakeholders, including authorities, community members and contractors in the administration/problem solving of solution focused activities and specialist matters.
- Ability to effectively communicate with various stakeholders and employees collaboratively, with the capacity to resolve conflicts and motivate engagement.
- Ability to undertake reporting to Council and the community with succinct and effective presentations that interlink Council and community objectives.
- Produce and analyse complex written reports and correspondence in resolving issues and pursuing positive outcomes for the community and organisation.

Qualifications and Experience:

- A tertiary qualification in Project Management, Engineering, Planning or related field together with relevant experience in the project management, or lesser formal qualifications with extensive and diverse experience.
- Extensive experience in project management with demonstrated delivery of projects.
- Proven experience working in major projects or infrastructure planning which could include experience in the development industry, social infrastructure planning and delivery, strategic planning, transport planning, etc.
- Broad experience in managing all phases of community consultation with demonstrated skills in development and implementation of integrated strategies and policies.
- Extensive and in-depth knowledge of contract management and policy development.

Key Selection Criteria:

- A tertiary qualification in Project Management, Engineering, Planning or related field together with relevant experience in the project management, or lesser formal qualifications with extensive and diverse experience.
- Extensive experience in project management with demonstrated delivery of projects.
- Highly developed problem-solving skills and an ability to think 'outside the square'.
- Ability to work with external project sponsors, groups of people and across the organisation and wider community to plan for and implement projects.
- Communication skills (both written and oral) can influence, negotiate and access

- different channels and communication models.
- Highly developed time management skills.

Organisational Context:

The City of Monash has a growing, passionate and cosmopolitan population estimated around 193,000 residents (2021). We are one of Victoria's leading Councils, serving a large well established community with very highly skilled and well-educated population. Monash is a proud multicultural community with almost half of our community born overseas and coming from more than 106 countries.

These key directions are driven by a commitment to a sustainable city, inclusive services, enhanced places and good governance, across five (5) Divisions:

- Executive
- City Development
- City Services
- Corporate Services
- Community Services

Our Vision: "To be the most liveable city in Victoria"

Our Mission: "Make a difference through commitment, leadership and expertise."

Our Values:

- **Accountability**
We are responsible for our actions and behaviours every day.
- **Respect**
We value diversity and appreciate others.
- **Teamwork**
We work collaboratively to achieve shared goals.

Monash Council is committed to be a **flexible, safe, equal, and inclusive workplace** where we embrace and support diversity.

We are committed to being a child safe organisation and have zero tolerance to child abuse.