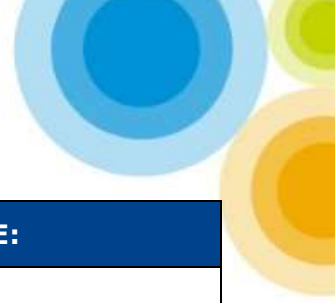


# MELBOURNE WATER POSITION DESCRIPTION

OFFICIAL

Project Manager



REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Area Lead –Program Delivery	This role has 0 direct reports
THIS ROLE EXISTS TO: (PURPOSE)	
<p>The Project Manager is responsible for safely delivering high quality natural resource management and civil projects on time and within budget.</p>	
KEY ACCOUNTABILITIES:	
<p>The Project Manager is accountable for project delivery, including:</p> <ul style="list-style-type: none"> <li>• <b>Safety:</b> Ensuring that projects are delivered safely to minimise the risk of harm to work crews and the community so far as is reasonably practical.</li> <li>• <b>Time:</b> Developing work schedules which meet the needs of customers and then delivering on and communicating progress against those schedules to customers and stakeholders.</li> <li>• <b>Quality:</b> Delivering projects to high levels of quality, where quality is primarily measured by internal customers.</li> <li>• <b>Cost:</b> Delivering projects within budgets that have been negotiated with and agreed to by internal customers. Ensuring customers are kept up to date with robust cost forecasts.</li> </ul> <p>The Project Manager will also be responsible for continuous improvement projects aimed at improving business as usual processes.</p>	
KEY RESPONSIBILITIES	KPIs
<p><b>Project Delivery</b></p> <ul style="list-style-type: none"> <li>• Manage complex civil and natural resource management projects.</li> <li>• Deliver projects in accordance with work instructions and suggesting improvements to instructions.</li> <li>• Participate in Project Scoping (development of Project Proposal documentation) under the guidance of a Design and Estimation Lead.</li> <li>• Develop and maintain Project Management Plans including budget and resourcing requirements.</li> <li>• Co-ordinate and manage differing and converging project phases.</li> <li>• Management of stakeholder interactions and change(s), including negotiation with stakeholders.</li> <li>• Implement procurement processes to ensure value-for-money outcomes.</li> <li>• Management of Projects within Melbourne Water systems – primarily Maximo.</li> </ul>	<p><b>Met Expectations:</b></p> <ul style="list-style-type: none"> <li>• Projects are safely delivered, on Time, Quality and Cost.</li> <li>• Project documentation is delivered on time and to quality.</li> <li>• Stakeholder issues are identified and resolved.</li> <li>• Work instructions are complied with at all times.</li> <li>• Maximo Work Orders and Purchase Order fields are kept up to date.</li> <li>• Generally 5 or more site visits are conducted each month.</li> <li>• IRIS is used to log events and actions are completed on time.</li> <li>• Stakeholders regularly receive project updates.</li> </ul>

Job level: EA 7

Assessed by: P&C

Date Assessed: November 2023

Last reviewed date: 22/08/2024

# MELBOURNE WATER POSITION DESCRIPTION

OFFICIAL

## Project Manager

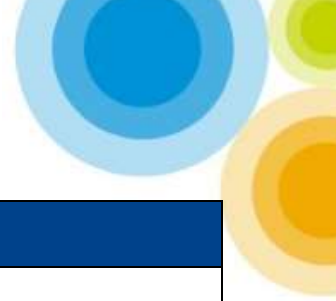
<ul style="list-style-type: none"> <li>• Monthly forecasting of projects and delivering projects within budget.</li> <li>• Instigate appropriate action in the event of events, including near misses and incidents. Communicate and apply learnings</li> <li>• Own the implementation of safety controls as identified in Project Management Plans.</li> <li>• Site supervision and record keeping, including systems such as Control of Work Field Assurance .</li> <li>• Actively aware of own and colleagues health and safety and welling being.</li> <li>• Capture, communicate and apply learnings from project evaluations.</li> <li>• Undertake continuous improvement projects as agree with Area Lead.</li> <li>• Actively seek opportunities to promote and share project success e.g. One Page Highlights, Project Manager Forum and Team Meeting presentations</li> <li>• Actively participate in training provided by Melbourne Water.</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly forecasts are within <math>\pm</math> five percent.</li> <li>• All required safety training is kept up to date and current.</li> </ul> <p><b>Exceed Expectations:</b></p> <ul style="list-style-type: none"> <li>• Projects are delivered ahead of time and/or below cost.</li> <li>• Stakeholders provide positive feedback about our projects.</li> <li>• Work instructions are complied with and regularly improved.</li> <li>• Customers provide positive feedback about projects.</li> <li>• Monthly forecasts are within <math>\pm</math> one percent.</li> <li>• Innovative safety practices applied which eliminate risk.</li> </ul>
<p><b>Effective people leadership</b></p> <ul style="list-style-type: none"> <li>• Effective and clear communication of project delivery expectations to all project stakeholders.</li> <li>• Contribute towards developing team priorities by considering overall team goals.</li> <li>• Demonstrate safety leadership through role modelling a generative safety culture.</li> <li>• Inspire through role modelling core values, mindset and habits to bring to life our desired culture instilling a discipline of continuous improvement to ensure best processes and tools are adopted.</li> <li>• Development of team capability, including technical, stakeholder and customer skills.</li> <li>• Mentor and development of project support officers and less experienced or new Project Managers.</li> <li>• Participate in the active implementation of the Melbourne Water Fair &amp; Just Framework.</li> </ul>	<p><b>Met Expectations:</b></p> <ul style="list-style-type: none"> <li>• Stakeholders regularly receive project updates.</li> <li>• Team priorities are clear, understood and implemented.</li> <li>• Demonstrated application of a generative safety culture.</li> <li>• Demonstrated application of Fair and Just Framework.</li> <li>• Contributed to knowledge sharing and development of less experienced colleagues</li> </ul> <p><b>Exceed Expectations:</b></p> <ul style="list-style-type: none"> <li>• Stakeholders provide feedback regarding quality of updates.</li> <li>• Well known for application of a generative safety culture.</li> <li>• Well known for application of fair and Just Framework.</li> </ul>

Job level: EA 7  
 Assessed by: P&C  
 Date Assessed: November 2023  
 Last reviewed date: 22/08/2024

# MELBOURNE WATER POSITION DESCRIPTION

OFFICIAL

Project Manager



## SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

### Technical:

- Strong project management capabilities and experience.
- Strong financial estimate, budgeting and forecasting capabilities.
- Strong risk identification, assessment and control capabilities.
- Knowledge of civil engineering and natural resource management disciplines.
- Experience with preparing scope documents and project management plans.
- Experience with respect to preparing request for quotes and evaluating quotes.
- Experience working with service providers and crews.
- Awareness of environmental and heritage values found in and around waterways.
- Consultation, negotiation and relationship building skills.
- Appreciation of governance matters and probity and confidentiality requirements.
- Degree or diploma in a natural resource management, engineering or related discipline.
- Knowledge of or an ability to use corporate systems such Maximo and/or Project Online

### Functional:

- Strong technical-commercial orientation and financial acumen
- A strong customer focus
- Performance driven
- Detail planning orientation
- Analysis and problem solving
- Risk management
- Demonstrated commitment to continuous improvement.
- Experienced in exercising a high level of independence and decision making
- Experienced in making timely decisions based on information at hand

### Behavioural:

- Self-insight and awareness
- Proven communication and consultation skills
- Cross functional collaboration
- Strong interpersonal skills with ability to influence effectively
- Demonstrated ability to manage through ambiguity
- Delegation and empowerment, including holding others accountable

Job level: EA 7

Assessed by: P&C

Date Assessed: November  
2023

Last reviewed date:  
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# MELBOURNE WATER POSITION DESCRIPTION

OFFICIAL

Project Manager



## KEY RELATIONSHIPS:

All Melbourne Water employees are responsible for managing aspects of our customer/stakeholder relationships and service interactions, and will work proactively to deliver a consistent customer experience.

### Internal

Regional Delivery Customer Response & Waterways & Land Officers; Civil Assets; Floodplain Investigations; Developer Works; Asset Management Services; Integrated Planning; Major Program Delivery.

### External

- Local Councils;, Precept rate-payers; Members of Public; Government Agencies & Departments (EPA; DEWLP; Parks Victoria); Friends Groups; Interest Groups; (Indigenous Groups); Work Safe

## SALARY RANGE:

- Melbourne Water reserves the right to remunerate people according to their ability to perform the functions of the role based on their qualifications, skills and experience.

## OTHER COMMENTS:

This role requires the following:

- A degree or diploma in natural resource management, engineering or related discipline.
- Knowledge of project management practices within the Victorian Water Sector.
- Victorian Driver's License (occasional travel to other Melbourne Water offices)
- Construction Induction Card
- Criminal Records Check
- Medical Assessment

This position is eligible for an operational vehicle in line with MW Motor Vehicle policy and procedures.

Location: Brooklyn, Croydon, Healesville, Bangholme or Docklands

Job level: EA 7

Assessed by: P&C

Date Assessed: November 2023

Last reviewed date: 22/08/2024