

Position Description



POSITION DETAILS

Date of PD	February 2017
Position Title	Project Manager
Position Grade	11
Directorate Business Unit	City Services City Assets and Environment / Capital Projects
Reports to	Supervisor Project Management
Physical Requirements Category	Category 3 - Combined role with some Physical Requirements

POSITION OVERVIEW

This position is responsible for project managing the delivery (from initiation to handover) of a diverse range of capital projects from across the organisation within the P3M Project Management Framework.

KEY RESPONSIBILITIES

- Project manage the delivery of capital projects from initiation to operational handover including client liaison; survey; design; costing; consultation; tendering / procurement; construction; defects remediation and review for a diverse range of capital projects varying in size and complexity using Council and other resources.
- Apply relevant current project management principles and practices with particular emphasis on Council's P3M (based on PMBoK Principles) to achieve desired outcome meeting time, quality and budget requirements.
- Negotiate, mediate and resolve complex project management and contractual issues to achieve positive outcomes and make decisions within delegated authority to ensure optimal safe outcomes are achieved with maximum productivity.
- Carry out the following within the context of the role:
 - P3M processes and reporting
 - Contract documentation, management and administration
 - Reports and other written advice to Council as required
 - Project and work specifications
 - WH&S management as it relates to contractors and Council staff.
- Monitor and present project expenditure against budgets and other management information as required.
- Management of the invitation to tender and advertisements, co-ordination of the tender assessment process and preparation of the tender report to Council.
- Liaise closely with clients so as to advise and assist them to manage the planning and implementation of their annual capital works program. This includes assisting or advising on developing project briefs, sourcing funds and implementing project plans.
- Manage, plan, organise and engage external contractors and consultant services as necessary to achieve the completion of assigned project works and/or supply of services.
- Ensure projects are delivered in accordance to the relevant legislation, regulations, Council policies and standards including the NSW Local Government Act and NSW Roads Act.
- Bring to the attention of management any dishonesty or practice contrary to Council's Code of Conduct.
- Generate a positive workplace culture in accordance with Council's Guiding Principles.
- Contribute to corporate initiatives such as Parramatta Councils web page, Plans of Management and Master Plans, Council's Strategic Plans, State of Environment and Annual Reporting, Corporate Strategy and others as required.
- Ensure all relevant activities adhere to the appropriate legal and statutory requirements including Council's policies and procedures.
- Act in the role of Supervisor Project Management as required.

- Consult and liaise with relevant stakeholders in relation to project matters.
- Participate in the assessment, implementation and monitoring of technical improvements and technological changes.
- Exercise a Duty of Care by working in a safe and efficient manner, having regard to personal safety and the safety of other workers, visitors, contractors and volunteers and the general public.
- Report injuries, accidents, incidents, near misses and unsafe work practices within required time frames, and that corrective action are taken to prevent reoccurrence.
- Use and properly maintain appropriate safety clothing and personal protective equipment.
- Attend and complete all required WH&S training, toolbox talks and briefings as directed.
- Ensure to take reasonable care of the health and safety of yourself, staff, visitors, contractors and volunteers whilst at work, and cooperate with Council to comply with WHS legislative obligations.
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times.
- Contribute to improved customer service and organisational effectiveness, by acting ethically, honestly and with fairness.

Knowledge

Qualifications (Level)

- Recognised degree qualifications in Civil Engineering or other related discipline with typically at least 10 years' experience.
- Class 'C' Driver's Licence

Experience

- Extensive and demonstrated experience in the project management of civil engineering projects or other related projects.

Skills

- Excellent skills and understanding of the principles and practices of project management.
- Excellent communication, negotiation, advocacy and people management skills.
- Excellent skills and knowledge of civil, landscape and building construction techniques and ability to understand and interpret engineering and technical designs.
- Excellent report writing skills.
- Excellent budget and financial skills.
- Excellent problem solving skills.
- Sound knowledge of the NSW Local Govt. Act and Regulations.
- Clear and concise written and verbal communication and negotiation skills and an ability to relate to all levels of staff within the organisation and the community.
- To have the ability to research and investigate matters in a methodical manner and be able to clearly convey information to others.
- Ability to participate in a changing workplace, both independently and as part of a team.
- Ability to manage personal work priorities and professional development.
- Understanding of protocols governing need for privacy, confidentiality and probity.
- Demonstrated ability to work successfully with public authorities.
- Competency in the use of Microsoft Office suite of software and other specialised computer software and applications including Microsoft Project or equivalent.
- Demonstrated organisational and time management skills.

Acknowledgement:

I, acknowledge that I have read and understood the above position description and have been given a personal copy.

Signatures:

Employee's Signature..... Date:

Manager's Signature..... Date: