

► POSITION DESCRIPTION

POSITION TITLE:	Manager Major Projects
DEPARTMENT:	Infrastructure & Development Services
UNIT:	Project Delivery and Operations
TENURE:	Permanent Full Time
CLASSIFICATION:	Senior Executive Officer
LOCATION:	Daylesford Depot and various other locations within the municipality
DATE APPROVED:	February 2019

Hepburn Shire Council Organisational Values

Accountability

- We will be responsible for our choices
- We will acknowledge and learn from our mistakes

Respect

- We will accept people's differences
- We will look for the best in people and value their contribution
- We will treat people with respect and dignity

Excellence

- We will perform to the best of our ability
- We will commit to learning and growing
- We will strive to achieve the organisation's long term vision

Trust

- We will encourage creativity and innovation
- We will value everyone's contribution
- We will lead by example
- We will act honestly

Fun

- We will acknowledge and celebrate our successes
- We believe in getting involved
- We will promote a healthy sense of humour

POSITION OBJECTIVES

The objectives of the position are to:

- Lead the design, delivery and construction of a series of major infrastructure and construction projects.
- Ensure the project management team delivers high quality projects on time, within the scope and constraints of the project.
- Oversee project progress from concept to project completion for all projects Council is facilitating.
- Provide professional project management for internal and external stakeholders, including Councillors and the community as required.

KEY RESPONSIBILITIES

- Develop and oversee project planning schedules including identification and management of risks, issues and constraints and establishment of contingency plans.
- Preparation of budgets for projects being facilitated including knowledge of finance management.
- Undertake consultation where required both internally and with the community, statutory bodies and utility providers to ensure smooth progress of projects.
- Ensure compliance to quality standards and incorporation of quality plans to ensure compliance with specification, legislative, statutory and stakeholder requirements.
- Ensure all meetings, variations, certificates of compliance, relevant contract certificates etc are completed in accordance with accepted contract administration procedures.
- Manage all occupational health and safety requirements in accordance with legislative requirements, site specific procedures and council policies.
- Prepare progress reports, external correspondence and other documentation related to the allocated projects and ensure all documentation is maintained, up-to-date and registered in Council's document management system.
- Ensure projects are completed, commissioned and handed over to Councils Assets Coordinator in accordance with plans, specifications and Council procedures.
- Arrange post-completion inspections to be completed for projects and ensure defects are addressed within the defects liability period.

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- Monitor project budgets for compliance with adopted expenditure profile and manage any variances including assessment of claims and recommended action.
- Preparation of contract specifications and procurement processes in accordance with relevant standards and Council's purchasing guidelines.
- Provide proactive leadership, support and guidance to employees within the Department.

Occupational Health & Safety

- Follow safe work practices, procedures, instructions and rules at all times.
- Perform all duties in a manner that ensure personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.
- Ensure compliance with the provisions of the Occupational Health and Safety Act and Regulations at all times.
- Ensure appropriate actions are taken to implement the OHS policies, OHS procedures and legislative requirements within area of responsibility.
- Monitor OHS performance within area of responsibility.
- Visibly show commitment to OHS through participation in formal and informal discussions, workplace visits and hazard inspections, etc.
- Investigate all accidents/incidents and prepare reports, within area of responsibility.
- Review of any OHS related documents.
- Ensure consultation with employee health and safety representatives, particularly on any workplace changes which have an OHS component.
- Initiate actions to improve OHS.
- Regularly review the OHS performance of employees within the department.
- Facilitate rehabilitation of injured workers in conjunction with HR Services.
- Ensure all employees are inducted in Risk and OH&S and receive regular training as required.

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Risk Management

- Ensure Council’s Risk Management policy, program and the application of sound risk management practices within the workplace and community are observed and complied with at all times.
- Minimize damage or loss of property in your control and report any damage, loss or exposures observed.

Emergency Management

- Assist with response / recovery arrangements in accordance with Council’s Municipal Emergency Management Plan and Municipal Recovery Plan.
- Fulfil the role of Deputy Municipal Emergency Resource Officer (MERO) including acting as MERO on a roster basis.

Other Duties

Responsibilities and duties included in this Position Description are subject to the Multi-skilling provisions of the relevant Award and/or the Hepburn Shire Council Enterprise Agreement.

ORGANISATIONAL RELATIONSHIP

Reports to:	Director Infrastructure & Development Services
Supervises:	Project Managers x 3 Contractors
Internal liaisons:	Chief Executive Officer Executive Management Team Councillors Council staff
External liaisons:	General public Business and Community representatives Government authorities Consultants Community organisations Service suppliers Other municipalities

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Accountable for allocated projects to be delivered to the required level of quality within the allocation time, quality and budget constraints.
- Accountable for the management and monitoring of expenditure on allocated projects and to manage compliance with allocated budgets, including identifying potential shortfalls or surpluses.
- Accountable for managing a team of project managers, ensuring they operate in a safe working environment, at all times on all projects.
- Accountable for quality of work undertaken and approval of all elements relating to managed projects.
- Authorised to approve expenditure in accordance with relevant Council Delegations and Project budget.
- Ensure Council's Human Resources and Occupational Health and Safety policies are followed by employees and contractors, with a thorough understanding of appropriate work place practices.
- The freedom to act is subject to Council policies, objectives and budgets with respect to the achievement of goals and objectives.
- Adopt a pro-active risk management approach to all Council activities that the incumbent is responsible for and ensure that risks are identified, quantified and controlled and that Council employees, contractors and the community are protected against reasonable loss.

JUDGEMENT AND DECISION MAKING

- Ability to use technical knowledge and expertise to solve complex issues in the administration of projects and management of specialised areas.
- The occupant of the position is required to operate without direct supervision whilst undertaking day to day duties, but will receive direction accordingly from the Director Infrastructure and Development Services.
- An ability to make sound judgements about the most efficient and effective manner of delivering major projects while implementing Council policy.
- The position involves high level problem solving, effective strategic planning and the identification and development of project delivery options.
- Efficiently & effectively source, recommend and engage resources: time, physical, human and financial.
- The incumbent must be a strategic thinker in addition to demonstrating sound and effective judgement in making decisions that may have economic, political and social consequences.

SPECIALIST KNOWLEDGE AND SKILLS

- Demonstrated experience in project planning, construction management, contract management, project management and project delivery including the scheduling, implementation, evaluation and reporting of projects.
- Extensive knowledge of processes, materials and testing associated with infrastructure construction projects.
- Sound knowledge of and experience with the principles and practices of financial management and relevant accounting, reporting and financial data procedures in relation to managing budgets.
- Highly developed analytical and investigative skills.
- Good knowledge of the Occupational Health and Safety Act.
- Proven ability to work independently within a Council policy framework to meet Council objectives.
- Advanced computer literacy skills and experience with relevant electronic database applications, program and software knowledge.
- Demonstrated ability to engage and communicate effectively on complex issues so that stakeholders and clients work towards achieving quality outcomes.
- Ability to use sound personal management principles and practices in all dealings with staff and contractors.

MANAGEMENT SKILLS

- Demonstrated project management experience and the ability to manage and co-ordinate the delivery of project milestones.
- Demonstrated ability to set priorities and to adapt to changing circumstances.
- Demonstrated ability to achieve successful outcomes based on managing conflicting priorities, forward planning, resources allocation, time management and work organisation.
- An understanding and ability to implement human resources policies and procedures including recruitment and selection techniques, performance review schemes, equal opportunity and occupational health and safety policies and procedures.
- Ability to engage proactively with contract consultants, service providers, council departments, government departments and agencies.
- Ability to implement and maintain efficient systems and procedures.
- Ability to manage and supervise staff, consultants and contractors.
- Proven financial management experience.

INTERPERSONAL SKILLS

- Ability to develop strong working relationships and gain cooperation and assistance from members of the community and other staff.
- Appropriate written and verbal communication and presentation skills to facilitate written correspondence, negotiations and discussions as required with consultants, contractors, community, staff and Council.
- Ability to deal with all ranges of contacts in a diplomatic and courteous manner.
- Highly developed customer service skills with the ability to establish and maintain collaborative stakeholder relationships.
- Ability to arrange practical solutions to a wide range of problems.
- Well developed oral and written communication skills.
- Highly developed problem solving and negotiation skills.
- Ability to establish professional networks for achievement of the objectives of the position.
- Ability to uphold and demonstrate the Hepburn Shire Council's Organisational Values - Accountability, Respect, Excellence, Trust and Fun.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualification in Engineering, Project Management or related field with several years relevant experience or lesser formal qualifications with extensive experience in project management from the planning phase, delivery phase through to evaluation and monitoring.
- Demonstrated ability to develop tender documentation/specifications and oversee tender assessment processes.
- Proven experience in the supervision of staff and contractors including delivery of services as per contract specifications and adherence to relevant OH&S legislation.
- Demonstrated experience in preparation and monitoring of budgets.
- Highly developed customer service skills with the ability to establish and maintain collaborative stakeholder relationships.
- Well developed analytical skills to manage complex and sensitive issues.
- Proven problem solving abilities, strategic thinking and sound judgement.
- Driver's Licence essential.

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Adherence to all Hepburn Shire Council's policies and procedures including but not limited to:

- Code of Conduct
- Acceptance of Gifts and Hospitality
- Information and Privacy
- Equal Opportunity
- Counselling and Discipline
- Protected Disclosures

VARIATION TO CONDITIONS OF EMPLOYMENT

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The Terms and Conditions in this Position Description are to be read in conjunction with the General Terms and Conditions of Employment.

KEY SELECTION CRITERIA

Selection will be based on the following Selection Criteria, however, reference will also be made to other listed skills, knowledge and attributes as required in the Position Description:

- Tertiary qualification in Engineering, Project Management or related field with several years' relevant experience or lesser formal qualifications with extensive experience in project/construction management.
- Demonstrated project management skills including financial management, planning and scheduling, budget preparation and allocation and delivery through to evaluation and monitoring.
- Proven experience in the supervision of staff and contractors including delivery of services as per contract specifications and adherence to relevant OH&S legislation.
- Highly developed written and verbal communication and presentation skills including a demonstrated ability to facilitate written correspondence, negotiations and discussions as required with consultants, contractors, community, staff and Council.
- Ability to demonstrate and display the Hepburn Shire Council Values - Accountability, Respect, Excellence, Trust and Fun.

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The following signatures are required to indicate understanding, agreement and approval of the position description. This position description is current at the date of issue and is subject to review at least annually, in consultation with the employee.

AUTHORISATIONS

CEO: Evan King Signed _____ Date __/__/__	Director Infrastructure & Development Services: Bruce Lucas Signed _____ Date __/__/__
Manager People & Culture: Vivienne Green Signed _____ Date __/__/__	Employee Name _____ Signed _____ Date __/__/__

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CONDITIONS OF EMPLOYMENT:

Employment conditions for all employees are in accordance with the relevant award, employment contract or industrial agreement. Currently the awards pertaining to Hepburn Shire Council employees are:

- Victorian Local Authorities Award 2001
- National Training Wage Award 2000
- Hepburn Shire Council Enterprise Agreement (#7) 2013 (Agreement ID AE405723)

Arrangements specific to your employment and work place will be explained to you during the recruitment process. For further details, copies of Awards and Agreements can be downloaded from Fair Work Australia www.fwa.gov.au.

You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor.

APPLICATION PROCESS

The selection process has been designed to ensure that all eligible applicants have an equal opportunity to demonstrate their skills and suitability for the position. The selection process may include skills tests or work samples where appropriate, reference checking, psychological profiling, a medical examination and police check (where appropriate).

Appointment to positions within Hepburn Shire Council is on the basis of merit.

KEY SELECTION CRITERIA

The Position Description should be read very carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job.

Unless specified it is mandatory to address the key selection criteria.

We recommend that rather than stating you can meet each criterion; give specific examples illustrating particular skills which will enable us to determine how you meet the criteria of the position.

MORE INFORMATION

The Contact Officer's name is stated on the Job Advertisement. If you have any queries please contact this person, so your questions can be addressed promptly. Speaking to the contact person may assist you in your decision on whether to apply for the position.

CANVASSING OF COUNCILLORS AND COUNCIL OFFICERS:

Canvassing of Councilors and Council Officers, either indirectly or directly that may influence the outcomes of this application may be deemed a disqualification.

WHERE TO SEND APPLICATIONS:

Applications can be sent to employmentapplications@hepburn.vic.gov.au or uploaded through SEEK where a role has been advertised.

Applications will be kept strictly confidential and should be addressed to -

Hepburn Shire Council –
Attention CEO Mr Evan King
(write name of position applying for)
P.O. Box 21
Daylesford VIC 3460