

POSITION TITLE:	Project Manager
DEPARTMENT:	Infrastructure & Development Services
UNIT:	Major Projects
TENURE:	Permanent
CLASSIFICATION:	Band 7
LOCATION:	Daylesford Depot and various other locations within the municipality
DATE APPROVED:	June 2020

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:

- Assist Council in delivering assigned projects to project completion.
- Ensure allocated projects are completed on time, within budget and in accordance with specified standards
- Control project budgets including monitoring income and expenditure in relation to assigned projects and to provide contract administration and project reporting
- Engage with and manage stakeholder relationships as needed
- Assist project sponsors with project development activities

KEY RESPONSIBILITIES

- Preparation of project planning schedules including identification of risks, issues and constraints and establishment of contingency plans.
- Undertake consultation where required both internally and with the community, statutory bodies and utility providers to ensure smooth progress of projects.
- Identification of appropriate quality standards and incorporation of quality plans to ensure compliance with specification, legislative, statutory and stakeholder requirements.
- Procure goods and services in line with Council's Procurement Policy
- Manage contracts to a high degree of documentation, thoroughness and quality
- Document and minute all meetings, variations, certificates of compliance, relevant contract certificates etc in accordance with accepted contract administration procedures.
- Manage all occupation 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.
- Complete post-completion inspections on completed projects and ensure defects are addressed within the defect's liability period.
- Monitor project budgets for compliance with adopted expenditure profile and manage any variances including assessment of claims and recommended action.

► POSITION DESCRIPTION

- Preparation of contract specifications and procurement processes in accordance with relevant standards and Council's purchasing guidelines.

Occupational Health & Safety

- Ensure appropriate actions are taken to implement the OH&S policies, OH&S procedures and legislative requirements within area of responsibility.
- Monitor OH&S performance within area of responsibility.
- Demonstrate commitment to OH&S 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 OH&S documentation related to assigned projects.
- Ensure consultation with employee health and safety representatives, particularly on any workplace changes which have an OH&S component.
- Initiate actions to improve OH&S.
- Regularly review the OH&S performance of contractors undertake works on assigned projects.
- Ensure all employees are inducted in Risk and OH&S and receive regular training as required.
- Create, maintain and foster a safe work environment at all times.
- 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.

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.
- Minimise damage or loss of property in your control and report any damage, loss or exposures observed.

▶ POSITION DESCRIPTION

Emergency Management

- When directed, assist with response / recovery arrangements in accordance with Council’s Municipal Emergency Management Plan and Municipal Recovery Plan as directed.

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:	Manager Major Projects
Supervises:	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 the timely completion of allocated projects.
- Accountable for the monitoring and reporting of expenditure on allocated projects and compliance with allocated budgets.
- Accountable for ensuring that a safe working environment always exists on all projects under the control of the Project Manager.
- Accountable for quality of work undertaken and approval of all elements relating to managed projects.

► POSITION DESCRIPTION

- Authorised to approve expenditure in accordance with relevant Council Delegations and Project budget.
- Accountable for implementing and promoting Council's People & Culture and Occupational Health and Safety policies and ensuring employees and contractors follow appropriate work place practices.
- Responsible for resource management, the freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. Decisions and actions taken at this level may have a significant effect on the programs or projects being managed or on the public perception of the wider organisation.
- 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

- The occupant of the position is required to operate with minimal direct supervision whilst undertaking day to day duties as guidance is not always available however will receive direction accordingly from the Manager Major Projects.
- An ability to make sound judgements about the most efficient and effective manner of delivering major projects while implementing Council policy.
- The position involves sound problem solving, effective strategic planning and timely decision making.
- Efficiently & effectively co-ordinate 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 construction management, contract management, project management and project delivery with a focus on achieving results on time and within budget.
- Broad knowledge of processes and materials associated with infrastructure construction projects.
- Broad knowledge of processes and materials associated with landscaping and civil construction.
- Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures in relation to managing budgets.

► POSITION DESCRIPTION

- Highly developed analytical and investigative skills.
- Ability to prepare detailed technical written submissions and reports.
- High level computer literacy skills and experience with relevant electronic database applications, program and software.
- Demonstrated ability to liaise 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 co-ordinate and deliver on project milestones.
- Ability to set priorities and to adapt to changing circumstances.
- Ability to achieve successful outcomes based on managing conflicting priorities, forward planning, time management and work organisation.
- Ability to liaise with contract consultants, service providers and council departments.
- Ability to implement and maintain efficient systems and procedures.
- Ability to manage and supervise consultants and contractors relevant to assigned projects.
- Proven financial management experience.

INTERPERSONAL SKILLS

- Ability to build strong working relationships and gain cooperation and assistance from members of the community and other staff in the administration of the duties of the role as prescribed.
- Appropriate written and verbal communication 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 gain co-operation and arrange practical solutions to a wide range of problems.
- Well developed oral and written communication skills.
- Well developed problem solving and negotiation skills.

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- Ability to establish professional networks for achievement of the objectives of the position.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualification in 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 contractors including delivery of services as per contract specifications and adherence to relevant OH&S legislation.
- Driver's Licence essential.

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 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 delivery through to evaluation and monitoring.
- Demonstrated ability to develop tender documentation/specifications and oversee tender assessment processes.
- Proven experience in the supervision of contractors including delivery of services as per contract specifications and adherence to relevant OH&S legislation.
- Well 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.
- Well developed customer service skills with the ability to establish and maintain collaborative stakeholder relationships.
- Proven problem-solving abilities, strategic thinking and sound judgement.
- Ability to demonstrate and display the Hepburn Shire Council Values - Accountability, Respect, Excellence, Trust and Fun.

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: Sharon Link Signed _____ Date __/__/__	Employee Name _____ Signed _____ Date __/__/__

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:

- Hepburn Shire Council Enterprise Agreement (#8) 2017 (Agreement ID AG2017/1883)
- National Training Wage Award 2000

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 Councillors 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: People & Culture Department
(write name of position applying for)
P.O. Box 21
Daylesford VIC 3460