
Position Description

Project Manager

Position overview

- To work collaboratively with internal and external stakeholders to help develop ideas and concepts into deliverable projects.
- To contribute to the effective and efficient delivery of projects from idea through to successful completion including project scoping, planning, design, resourcing, implementation and commissioning.
- To supervise project implementation including contract administration, stakeholder engagement and project reporting.
- To provide technical and project advice, to a variety of internal and external stakeholders.
- Successfully deliver the annual capital works program through working collaboratively in the Engineering and Assets team and the wider Alpine Shire organisation.

You will be required to promote the Alpine Shire as a customer-focused organisation at all times. You will undertake key responsibilities in a professional, efficient, and timely manner; and contribute to Council's aim of being a high performing organisation. You will need to be passionate and multi-skilled and able to consistently deliver at high standard operational services in a tidy, organised, and enjoyable environment.

Classification and relationships

Classification:

Alpine Shire Council Enterprise Agreement 2023

Reports to: Capital Works Team Leader

Supervises: Contractors

Key duties and responsibilities

Accountability and extent of authority

- Ability to develop and lead the implementation of policies and strategies.
- Authority to approve purchases according to the current Policies and Procedures.
- Accountable to Capital Works Team Leader.
- Accountable for delivery of services and designated projects within budget and in accordance with agreed and/or legislated timeframes.
- Extent of authority is restricted to decisions other than those requiring direct Council resolution under statutory provisions and requirements, delegations and directions by the Manager.
- Freedom to act is governed by relevant budgets, policies, standards and procedures with regular reporting to the Supervisor.

- Liaise with members of the public regarding key responsibility areas, risks and safety.
- Capacity to identify synergies across projects and initiatives which can provide improved economic, environmental and social outcomes.

Project Planning

- Provide input into the development of ideas and concepts to deliver projects in collaboration with internal and external stakeholders.
- Investigate identified issues relating to asset development, scope options, make recommendations and prepare budget estimates
- Provide input into the planning and scheduling of infrastructure projects in the capital works program.
- Prepare grant submissions for projects where applicable.

Project Delivery

- Coordination of all stages of project delivery including scoping, planning, design, procurement, implementation and commissioning.
- Take a thorough approach to risk management in all aspects of project delivery including design, OHS, financial & reputational.
- Identify all key personnel and their respective roles necessary for successful project completion.
- Undertake or oversee the preparation of designs and specifications as required to fit within available budgets and to meet the needs of stakeholders, including engaging and managing consultants where necessary.
- Prepare tender documentation for designated projects and participate in the tender evaluation and recommendation process.
- Supervise the delivery of designated projects including on-ground supervision and management of contractors and or consultants.
- Exercise effective contract administration including pre-start documentation, record keeping, management of variations, completion certificates and management of any defects.
- Manage project budgets including control of expenditure and contract payments.
- Ensure that project completion is timely, thorough, within budget and well documented for all projects.
- Manage grants where appropriate to projects being delivered including milestone reporting, acquittals and keeping funding agencies up-to-date.
- Provide technical and other information on projects as required including regular updates and status reports to feed into the project reporting system.

Customer Relationship Management

- Prepare an appropriate communication/engagement plan as an integral part of every project.
- Actively engage with project stakeholders and the broader community to ensure that projects appropriately respond to community needs and that they are kept informed of specific issues and the broader project delivery schedule.

- Work collaboratively with the Communications team to provide timely and regular information relative to specific projects and general progress of the capital works program as required.
- Liaise with customers and council staff to establish and resolve issues of service provision and project delivery.
- Provide customers with realistic expectations and workable solutions.
- Positively promote the Alpine Shire Council and its work related activities.

Budgeting

- Provide input into the development of the Department budget.
- Develop project budgets and forecast the timing of expenditure.
- Monitor expenditure and ensure projects and services relating to key responsibilities are within the budget set by Council.
- Provide input into the budget quarterly reviews as requested by the Manager.

Legislation

- Local Government Act 2020

Other duties

- Ensure compliance with all business policies and procedures.
- Contribute to the continual improvement of the Asset Development team through active discussion on work methods, procedures, processes and engagement.
- Continually review and improve work methods associated with this role.
- In addition to the responsibilities described in this document, all employees must comply with the Alpine Shire Council's Code of Conduct and Corporate Policies.
- Regularly report to the Delivery Coordinator on project related matters and other relevant issues as required.
- Undertake other duties as directed by the manager or supervisor.
- Display a punctual, reliable and positive approach to work.
- Continually review and improve work methods associated with this role.
- From time to time the employee may be required to undertake duties in addition to those above, but which fall within the employee's capabilities, experience, skills, competence or training.

Judgement and decision making

- Ability to solve complex problems in relation to key responsibilities by the effective application of innovative or established techniques and procedures in a demanding operating environment.
- Ability to develop policy and strategic position from a range of options for presentation to senior management and Council.
- Capacity to identify synergies across projects and initiatives which can provide improved economic, environmental and social outcomes.

- Exercise considerable discretion and tact in dealing with matters affecting Councillors, employees of the organisation and members of the community.
- Ability to apply innovative thought, presentation of alternatives, and justification of options. This can be on a day-to-day basis and in relation to strategy formulation.
- Ability to set priorities to achieve the goals and objectives of the business unit.
- Ability to work unsupervised, to manage, plan and organise work load.
- Guidance and advice is usually available from the Manager or the Director.

Management skills

- Ability to provide timely advice and recommendations to Manager, Directors and Council.
- Well-developed organisational skills and the ability to plan and coordinate competing activities and resources to achieve agreed outcomes.
- Responsible for monitoring of project portfolio and business unit performance against budget, ensuring accurate coding of income and expenditure and providing input into quarterly reporting process.
- Ability to engender public confidence, with a strong customer focus.
- Ability to manage contractors and consultants to ensure outcomes are provided in a timely manner and meet the specifications of their engagement.
- Knowledge of and ability to implement EEO, Health, Safety and Risk policies and procedures relating to areas of supervision.
- Ability to work unsupervised.
- Demonstrated skills in managing diverse workloads and meeting work and budget targets within tight deadlines, despite conflicting pressures.
- Ability to promote a teamwork approach.
- Ability to review and analyse Council services and make recommendations.
- Proficient record keeping, administrative and computer skills.
- Ability to work under pressure and meet competing deadlines.

Interpersonal skills

- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration and delivery of broadly defined activities and goals
- Ability to facilitate meetings and to discuss and resolve conflicts and problems.
- Ability to liaise with counterparts in other organisations to discuss specialist matters.
- Excellent written and verbal communication skills and ability to write reports and prepare external correspondence.
- Display a punctual, reliable and positive approach to work.
- Ability to project a positive image in communicating with both internal and external customers at all times.

- Display and promote a positive image of Council through appearance, attitude and performance of tasks.
- Respond positively and enthusiastically to assigned tasks.
- Ability to maintain confidentiality of information and advice.
- Ability to exercise tact and diplomacy.
- Be able to gain co-operation and assistance from other employees.
- Be able to develop and maintain good working relationships.
- Be able to discuss and resolve problems amicably.
- Be able to work independently and as part of a team.
- Be able to identify problems, suggest solutions and make improvements.
- Be willing to seek guidance and advice when required.
- Be willing to undertake training relevant to the position.

Expertise

Qualifications

- Driver licence.
- Degree or diploma in a discipline associated with the design and construction of public assets (e.g., architecture, engineering, construction or building, landscape architecture etc.) and suitable relevant experience, or lesser formal qualifications with work skills and significant relevant experience.
- Occupational Health and Safety General Induction ticket for entry to construction sites.

Specialist skills and knowledge

- Understanding of budgeting and relevant accounting and financial procedures.
- Ability to effectively collect and analyse data, and to assist in the formulation of policy and strategy.
- Understanding and ability to develop business plans, budgets and performance criteria.
- Ability to liaise and communicate with the community, and with representatives of all levels of government.
- Understanding of and ability to gain access to, resources including government grants.
- Understanding and proficiency in the application of relevant procedures, practices, acts and regulations.
- Operate a Personal Computer, using Microsoft Word & Excel, Email etc.
- Ability to provide a high level of verbal and written communication.
- Good interpersonal /communication skills.
- The ability to handle customer inquiries in a courteous manner whilst resolving issues.

- Demonstrated ability to work as part of a team and provide a consistently high level of service.
- Ability and willingness to embrace new/innovative technology, methods, products and processes in the pursuit of continuous improvement.
- Excellent written and verbal communication skills and ability to write reports and prepare external correspondence.
- Advanced knowledge of, and ability to effectively use relevant technology systems and applications relating to key responsibilities.

Experience

- Experience in the planning, design and delivery of built environment projects is preferable.
- Extensive and broad experience in the planning and delivery of public assets.
- Experience in budget management and community engagement.
- Experience in the use of the Microsoft Office suite and other local government business applications.
- Demonstrated experience in a similar role in Local Government advantageous.
- Demonstrated ability to provide high quality work and customer service.

Health, safety and risk duties and responsibilities

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person.
- Seek assistance when unsure of how to perform a task.
- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives.
- Regularly inspect your work environment for hazards.
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor.
- Support the return to work plan for any injured worker when returning to work.

Physical requirements

Daily work will be performed in an indoor environment, as such:

- You will be exposed to those conditions normally encountered in an indoor environment.
- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices.
- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood.
- The work environment may include uneven surfaces and up and down stairs.