



# Position Description

## Senior Project Manager

The City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith, and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

<b>POSITION TITLE:</b>	<b>Senior Project Manager</b>
<b>Award Classification:</b>	Band 8
<b>Team/Department:</b>	Building Projects, Project Delivery
<b>Division:</b>	Operations and Infrastructure
<b>Date Approved:</b>	April 2024
<b>Approved By:</b>	General Manager, Operations and Infrastructure

### **ORGANISATIONAL RELATIONSHIPS:**

<b>Reports To:</b>	Head of Building Projects
<b>Supervises:</b>	Consultants and Contractors
<b>Internal Liaisons:</b>	Project Sponsor and other Council departments
<b>External Liaisons:</b>	Stakeholders, General Public, Other Councils. Professional Bodies, Authorities



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### POSITION OBJECTIVES

- Under the guidance of the Head of Building Projects, support the delivery of the Project Team project portfolio, with respect to the Council's processes, policies & EPMO framework.
- Provide high quality and comprehensive project delivery services in the planning, design, and construction of assigned building projects.
- With limited supervision and autonomy, work across the organisation in a productive and constructive manner with open communication, accountability, and professionalism to deliver upon Council's objectives.
- Manage the delivery of assigned projects and ensure the Building Projects Team delivers high quality capital projects on time, within agreed budgets and in line with organisational requirements.
- Provide sound advice, support and guidance to the Building Projects Team, project sponsors and stakeholders regarding project management processes as per EPMO framework and Project Delivery processes.
- Support the Head of Building Projects in responding to day-to-day operational needs of the Building Projects Team.
- Provide technical leadership to the Building Projects Team in the areas of project management, design, and construction management.

### KEY RESPONSIBILITY AND DUTIES

- Provide input and support into the planning, management, and delivery of building projects within allocated time, quality, and budget constraints and in line with the EPMO framework and Council's standards, policies, relevant codes, and industry practice.
- Provide input into project consultation with external and internal parties.
- Report regularly to the Head of Building Projects on updates on projects, and on matters of a sensitive, political nature, thereby assisting the Building Projects Team in meeting Council's objectives.
- Provide strategic support, within the Building Projects Team, relating to planning, design, procurement, construction, resource allocation, supervision, surveillance, policing, and administration of Council's assets.
- Deputise for the Head of Building Projects as required.
- Provide outstanding high-quality technical guidance and leadership to the Building Projects Team, providing guidance to project managers on the delivery of their projects across the full project lifecycle.

### ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Plan, manage and deliver projects to the required level of quality, capital projects within allocated time, quality, and budget constraints.
- Plan, manage and engage in consultation with external and internal parties in respect to capital related projects, as well as other projects.



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- Subject to Council's procedures and policies - source, recommend, engage, and manage contractors, consultants, and other resources, to undertake capital and other projects within delegated limits.
- Work proactively as part of the Building Projects Team to provide leadership, support, and direction to fellow team members to achieve project outcomes, improve the capability and capacity of the team to meet project requirements and the community.
- Carry out works of Council by performing tasks as directed.

### **JUDGMENT AND DECISION MAKING**

- Provide project management support to the organisation.
- Make decisions that are in the best interests of Council and the community as well as being balanced, and fair with respect to consultants and contractors providing services to Council.
- Advanced ability to make strategic project management decisions within delegated authority to advance the interests of the organisation and community.

### **SPECIALIST SKILLS AND KNOWLEDGE**

- Extensive knowledge and experience in the application of advanced project management practices in building construction, from concept through to design and construction including tendering, resource allocation, procurement, contract management, administration, and handover process.
- Extensive ability to utilise project management skills and knowledge together with current best practice techniques to resolve problems.
- Advanced knowledge and application of budgeting, accounting, and financial procedures as they relate to the management of capital works in a local government environment.
- Excellent oral and written communication skills, including the ability to prepare complex, evidence-based correspondence and reports.
- Knowledge and experience in the application of sustainable design principles, procedures, and practices.
- Comprehensive knowledge of OHS requirements and the ability to ensure contractor and Project Team's compliance with Council's OHS systems and procedures.
- Work with autonomy in project management systems and frameworks that promote excellence and provide transparency of progress and delivery of building projects.

### **MANAGEMENT SKILLS**

- Ability to work as part of a team and set priorities, without supervision.
- Ability to manage construction site works, utilise contractors and consultants and complete projects within a complex service environment.
- Ability to make strategic decisions to ensure the timely, cost-efficient, and quality controlled delivery of projects.



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- Ability to implement Council policies and practices and work towards the achievement of long-term strategies.
- Ability to both formally and informally provide leadership and technical guidance to a team to assist in their professional development and the delivery of the team's objectives.
- A thorough understanding of OH&S practices, particularly in relation to the management of projects in design and construction phases.

### **OCCUPATIONAL HEALTH & SAFETY**

- Take every reasonably practicable step to ensure your health and safety, and the health and safety of all others that may be affected by your work.
- Comply with all relevant legislation and regulation, as well as City of Port Phillip policies and procedures and reasonable work instructions.
- Participate as appropriate in an early and safe return to work program after a workplace injury.
- Participate in the improvement of health and safety, including incident investigations and risk management processes.
- Maintain knowledge of OHS issues relevant to your work.
- Must understand and comply with the City of Port Phillip's OHS Policy, procedures, and legislative requirements relevant to the position.
- Communicate with employee health and safety representatives and supervisors about OHS.
- Report any unsafe practices and/or hazards in the workplace and suggest injury prevention measures.
- Required to participate in programs and training to improve risk management including health and safety within the workplace.
- Perform your work in a way that is safe and does not put you or others at risk.

### **INTERPERSONAL SKILLS**

- Strong ability to persuade, convince or negotiate with clients, members of the public, other employees, tribunals, and persons in other organisations in the pursuit and achievement of Council's interests, as well as the ability to lead, motivate and develop other employees.
- Commitment to a high level of customer service, the development of initiatives, improving practices and identifying opportunities.
- Strong ability to provide leadership, technical guidance, and support formally and informally to a team to assist in their professional development and the delivery of the team's objectives.
- Excellent written and verbal communication skills.
- Ability to achieve objectives and goals, taking account of organisational and external constraints and opportunities.
- Commitment to working in a team environment and across the organisation in a productive and constructive manner with open communication, accountability, and professionalism.



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### QUALIFICATIONS AND EXPERIENCE

- A tertiary qualification in a relevant building construction discipline (i.e., project management, construction management, architecture, engineering, building design or equivalent) with extensive experience in the management of building projects.
- Extensive experience managing and delivering building construction projects, including demonstrated design, project management and construction supervision experience.
- Experience in managing building construction projects in the public sector or local government environment is highly desirable.
- Previous experience in managing and coordinating the delivery of a project portfolio, or in supporting and managing project management staff in delivering a project portfolio is highly desirable.
- Post-graduate qualifications or formal certification in project management are highly desirable.
- Formal qualifications in complimentary skill sets (i.e., architecture, engineering, quantity surveying, consultation, etc.) are desirable.
- Council offers a vibrant and diverse work environment where our employees can develop both professionally and personally, utilising the 70-20-10 model, whilst planning and delivering important services and programs to the community.

### MANDATORY REQUIRMENTS

- Full and valid driver's licence
- National Police Check clearance
- Working with Children

### SECURITY REQUIREMENTS AND PROFESSIONAL OBLIGATIONS

#### **Pre-employment screening will apply to all appointments.**

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia, and
- Sufficient proof of their identity.
- Complete a National Police Check completed via City of Port Phillip's Provider.
- Evidence of COVID-19 Vaccination or valid medical exemption in line with City of Port Phillip Vaccination Policy
- Employee type Working with Children Check



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### KEY SELECTION CRITERIA

- Qualification in a relevant building construction discipline (i.e., project management, construction management, architecture, engineering, building design or equivalent) with an extensive and proven track record of equivalent experience. Post-graduate qualifications or certification in project management, plus other formal qualifications or equivalent experience are highly desirable.
- Extensive experience in managing and delivering building construction projects across the full project life cycle, including design, project management and construction supervision. Work experience in public-sector is highly desirable.
- Extensive knowledge of project management practices in building construction, from concept through to planning, stakeholder consultation, design and construction including tendering, resource allocation, contract management, administration, reporting against business plans and associated financial management targets, handover, and post-implementation review of capital projects.
- Demonstrated experience in:
  - works scheduling, procurement processes, contracts supervision and management of complex building projects.
  - management and delivery of completed capital projects over \$5M and above.
  - minimum 5 years of experience in a project management role of infrastructure projects.
- Demonstrated ability to:
  - provide formal and informal technical leadership to project managers in the building construction field.
  - build positive and productive working relationships with teams and stakeholder across the organisation.
  - work productively and efficiently as part of a multidisciplinary team and seek innovative and practical solutions to problems, issues, and conflict in an effective, timely and transparent manner.