



Position Description

Senior Program Manager – Fishermans Bend

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.

POSITION TITLE: Senior Program Manager – Fishermans Bend

AWARD CLASSIFICATION: SEO

DEPARTMENT: Partnerships & Transport

DIVISION: Development, Transport & City Amenity

DATE APPROVED: October 2021

APPROVED BY GM Development, Transport & City Amenity

ORGANISATIONAL RELATIONSHIPS:

REPORTS TO: Manager Partnerships & Transport

SUPERVISES: N/A

INTERNAL LIAISONS: Council Employees and Managers, Executive Team and Councillors

EXTERNAL LIAISONS: Ratepayers, residents, Councillors, planning professionals, the City of Melbourne, State Government agencies including (but not limited to) the Department of Environment, Land, Water and Planning and the Fishermans Bend Taskforce.

POSITION OBJECTIVES

- Fisherman's Bend is Australia's largest urban renewal project covering ~480 hectares in the heart of Melbourne. It consists of 5 precincts across City of Port Phillip (CoPP) and City of Melbourne and connects Melbourne to the Bay. Council works closely with the State Government and the City of Melbourne on the Fisherman's Bend redevelopment plan which includes guidance for urban development and the delivery of parks, roads, transport and community facilities and services for the next 30 years.
- This role reports directly to the Manager Partnerships & Transport and is an exciting opportunity in a central role to co-ordinate the design and delivery of projects across the City of Port Phillip in the realisation of the Fisherman's Bend urban renewal program.



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KEY RESPONSIBILITY AND DUTIES

- Co-ordinate the effective planning, monitoring and tracking of Fishermans Bend (FB) program of projects in alignment with Council's priorities.
- Align and coordinate internal and external working groups and their input to the cross organisational Steering Group to deliver the key outcomes of the Fishermans Bend program.
- Lead the development of Fishermans Bend strategic plans in collaboration with senior management, including analysing options and associated risks, and recommending appropriate action for Council consideration and approval.
- Provide support to senior management for the Project Control Group, CEO and Mayors Forum, and for partnerships with key external stakeholders including the State Government as the lead agency for the delivery of the Fishermans Bend Precinct.
- Working effectively to co-ordinate CoPP resources in Fishermans Bend projects in which CoPP is a key delivery stakeholder.
- Provide expert project delivery advice and support to the Sponsor and Executive Sponsor of the Fishermans Bend implementation program.
- Ensure quality assurance of key program documents against defined standards for projects under CoPP management.
- Provide development and coaching to required resources to ensure required skills and capacity for the delivery of Fishermans Bend projects.
- Liaise with the Asset Management team to coordinate the asset renewal approach within Fishermans Bend to deliver strategic policy outcomes.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Proficiency in the application of project management methodologies and tools, with a focus on project planning and delivery.
- High level analytical skills, especially the interpretation and presentation of complex information to help Council make informed and sound decisions.
- Demonstrated experience in managing a range of internal and external stakeholders in the context of a complex program of work.
- High level of proficiency in risk and issues management.
- Ability to manage Project and Enterprise level Governance (approval) processes.
- Management of program and project budgets and relevant accounting and financial processes in a local government environment.
- Excellent problem solving and influencing skills to manage a broad range of procedural, risk and quality issues.
- Ability to work autonomously and make decisions with minimal direction and guidance
- Management of program and project budgets and relevant accounting and financial processes in a local government environment.



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- Excellent problem solving and influencing skills to manage a broad range of procedural, risk and quality issues.
- Source, engage and manage project teams, contractors, consultants and other resources within delegated limits.
- Provide expert advice and support to Project Managers, Stakeholders, project team members and senior management as required to ensure a successful project outcome.
- Present at Council briefing sessions and meetings as required in a clear, articulate and logical manner.

JUDGMENT AND DECISION MAKING

- Play a key role in promoting the culture of City of Port Phillip and influencing others to share ownership of the Council's goals, objectives and strategic direction.
- Provide guidance and subject matter expertise to senior management and project teams.
- Ability to adapt to changing priorities and remain flexible and agile in a dynamic environment.

SPECIALIST SKILLS AND KNOWLEDGE

- Proficiency in project management and corresponding methodologies, with a focus on project planning and scope development and control.
- High level of proficiency in the Enterprise Portfolio approach to project, program and portfolio management.
- Proficiency in writing clear, analytical and logical reports with recommendations for action and ability to present complex concepts and data targeted to different audiences.
- Knowledge of the development and planning process within a greenfield or brownfield setting.
- Understanding of asset management lifecycle within the context of delivering strategic policy.

MANAGEMENT SKILLS

- Highly developed skills in managing relationships with stakeholders including councillors, other government organisations and the community to resolve politically complex issues.
- Encourage collaboration across the organisation and between external stakeholders to achieve program outcomes.
- Facilitate effectiveness through empowering, motivating and developing staff and promote a Community First team culture, including achievement of objectives, measurement, feedback, trust and respect.
- Provide clear work direction for project staff across areas of expertise and within other work teams whilst ensuring appropriate availability, utilisation, quality and productivity.



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- Demonstrated commitment to personal, professional and team development.
- Initiating policy and strategic development within the context of the local government environment and consistent with the Council agenda.
- Report on a regular basis to inform key deliverables including CEO Reports and other reports to meet Council's accountability criteria.
- Collaborate with internal project teams to identify needs and resourcing including; reports and evidence needed to advance key strategic priorities within Council e.g. economic analysis, cost benefit reports, business cases, surveys etc.

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.
- Ensure that all hazards, unsafe conditions, incidents and near misses are reported promptly and within set timeframes.
- 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.

INTERPERSONAL SKILLS

- Demonstrated ability to inspire and motivate a team to perform effectively.
- Work to achieve co-operation and assistance from stakeholders including members of the public, other employees, tribunals and other organisations to achieve project objectives.
- Collaborate with internal stakeholders to deliver outcomes that align with Council's policies and practices.
- Communicate effectively with people in Council including Councillors, Executive Management, Department Managers, service teams and individuals.



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QUALIFICATIONS AND EXPERIENCE

- **Academic:**
Degree or diploma in Project Management or related discipline with extensive relevant program management experience.
- **Experience:**
Extensive program management experience including the supervision, coaching and development of staff within a multi-disciplined team to achieve positive project outcomes.

Evidentiary based proficiency in program and project management with relevant experience, including the development of multiple Business Cases with successful outcomes.

CHILD-SAFE STANDARDS

- Maintain a child safe culture at the City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

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.
- Proof of Vaccination Certificate
- Employee type Working with Children Check

KEY SELECTION CRITERIA

- Extensive and diverse relevant program management experience, including the capacity to deliver on Councils' strategic objectives.
- Demonstrated experience in managing internal and external stakeholders within a complex and political environment and an ability to build positive and productive working relationships at all levels of authority and responsibility.
- Proven success in program and project delivery with multi-disciplinary teams.
- Demonstrated track record of compliance with project governance, financial expenditure tracking, and an Enterprise Portfolio approach to project, program and portfolio management in organisations.
- Excellent communication and engagement skills, including active listening, ideas generation, facilitation and responsiveness.
- Understanding of asset management lifecycle within the context of delivering strategic policy.