



## Position Details

<b>Position title:</b>	<b>Project Manager – Building Projects</b>
<b>Award Classification:</b>	Band 7
<b>Department:</b>	Building Projects, Project Delivery
<b>Division:</b>	Operations and Infrastructure
<b>Date Approved:</b>	December 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 Stakeholders:</b>	Project Sponsor and other Council departments
<b>External Stakeholders:</b>	Stakeholders, General Public, Other Councils. Professional Bodies, Authorities

## 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 multiple capital projects on time and within budget in line with organisational requirements.
- Contribute to ensuring that the Building Projects team delivers high quality capital projects within organisational constraints.

Provide sound advice, support and guidance to project sponsors and stakeholders regarding Council's processes, policies and EPMO framework.

### Our values

Working together  
Performance

Creative and strategic thinking  
Courage and integrity

Personal growth  
Accountability, Community First



## Key Responsibilities 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.
- Actively contribute to maintaining a professional, productive and outcome-orientated project management team which strives towards innovation and achievement of sustainable project outcomes.
- Provide strategic support within the Project Delivery team, relating to planning, design, procurement, construction, resource allocation, supervision, surveillance, policing and administration of Council's assets.

## 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.
- Source, recommend, engage, and manage contractors, consultants and other resources, in line with Council's policies and procedures to undertake capital and other projects within delegated limits.
- Carry out works of Council by performing tasks as directed.

## Judgement and Decision Making

- With limited supervision usually available, provide project management support to the organisation.
- With limited supervision usually available, 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.

## Specialist Skills and Knowledge

- Knowledge of a project's lifecycle and of project management practices in building construction, from concept through to design and construction including tendering, resource allocation, procurement, contract management, administration, and handover process.
- Ability to utilise project management skills and knowledge together with current best practice techniques to address and resolve problems.
- Knowledge of OHS requirements and the ability to ensure contractor compliance with Council's OHS systems and procedures.



- Knowledge and application of budgeting, accounting, and financial procedures as they relate to the management of capital works in a local government environment.
- 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 own time, plan and organise own and/or others' work or resources at an intermediate level.
- Ability to manage site works, utilise contractors and consultants and complete projects to agreed timelines, within a complex service environment.
- Ability to investigate and prepare responses to correspondence and write professional reports for both internal and external audience.
- Ability to make strategic decisions to ensure the timely, cost-efficient, and quality controlled delivery of projects.
- A thorough understanding of OH&S practices, particularly in relation to the management of projects in design and construction phases

## Interpersonal Skills

- Ability to achieve objectives and goals, taking account of organisational and external constraints and opportunities.
- Commitment to working in a team environment to achieve goals and complete projects.
- Commitment to working across the organisation in a productive and constructive manner with open communication, accountability, and professionalism.
- Liaise with, and gain the cooperation of clients, members of the public, other employees 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 high levels of customer service, the development of initiatives, improving practices and identifying opportunities.

Written and verbal communication skills at a professional level [To what extent does this position require skills in oral and verbal communication? Liaises with people at all levels. Ability to gain co-operation and assistance from clients, members of the public?

## 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 direct experience in the management of building projects.
- Several years of experience managing and delivering building projects, including demonstrated knowledge of building design, project management and contract administration.



- Excellent knowledge of project management systems and other relevant computer applications and software.
- Formal project management certification or training would be advantageous.
- Experience in the delivery of municipal capital projects would be advantageous.

## Mandatory Requirements

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

## Child-Safe Standards

- Maintain a child safe culture at 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.

## Occupational Health and Safety Responsibilities

- 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.
- 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.
- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

## Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

## 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.
- Employee type Working with Children Check

## Key Selection Criteria

- Qualification in a relevant building construction discipline (i.e., project management, construction management, architecture, engineering, building design or equivalent) with direct experience in the management and construction of building projects.
- Knowledge of project management practices in building construction, from concept through to planning, stakeholder consultation, design and construction including tendering, contract management, administration, and financial reporting.
- Excellent interpersonal and written communication skills including ability to develop and maintain constructive working relationships with various stakeholders.



- Demonstrated ability to:
  - work productively and efficiently as part of a multidisciplinary team.
  - seek innovative and practical solutions to problems, issues, and conflicts in an effective, timely and transparent manner.

*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.*