

POSITION DESCRIPTION

POSITION TITLE	Project Manager - Civil
DIRECTORATE - SECTION	Asset Services – Asset Planning & Delivery
LEVEL - EBA	Negotiated Contract
RESPONSIBLE TO	Coordinator Asset Delivery

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

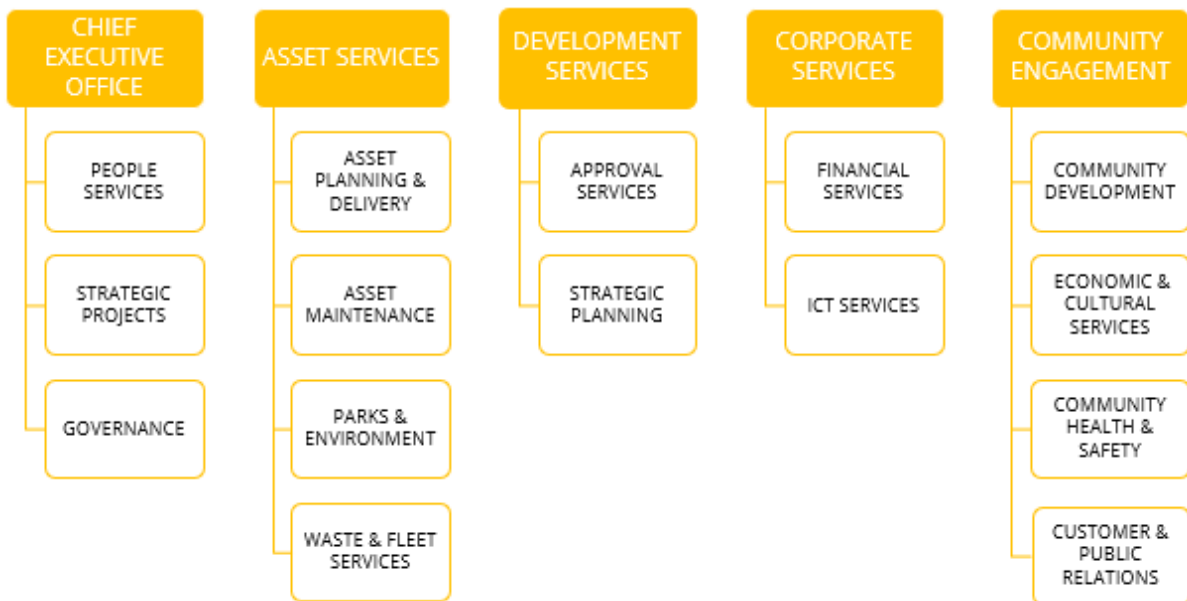
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

To project manage the delivery of assigned high profile and value infrastructure projects within the City's jurisdiction.

KEY RESULT AREAS

LEADERSHIP

- Responsible for the effective management and leadership of project teams, including multiple consultants.
- Responsible for compliance with standards and processes and facilitates education and awareness where appropriate as they relate to project management procurement and contracting.
- Understands the needs and interests of internal and external stakeholders, negotiating, influencing and working collaboratively to achieve positive, agreed outcomes.
- Establishes networks and facilitates cooperation and partnership critical to the success of the project.
- Promotes a work environment that empowers, motivates and develops a highly skilled team capable of delivery key outcomes for local government.

PROJECT MANAGEMENT

- Develops, implements and maintains Project Plans, including all necessary management processes and procedures, and documentation necessary to monitor project delivery.
- Develops, implements and maintains Project Risk Registers, including all necessary review processes and reporting requirements, including all necessary management processes and procedures associated with the management of project risk to facilitate delivery, including developing project plans.
- Prepares supporting documentation relevant to the development and delivery of projects relating to but not necessarily limited to procurement planning, consultation/negotiation with stakeholders, tender documentation, evaluation and reporting, contract formation, and contract management/administration.
- Provides specialist advice on infrastructure project and contract management issues.
- Shows sound judgement, intelligence, common sense and probity in managing infrastructure delivery whilst ensuring decisions with a strategic focus are made on the successful delivery of the works.
- Establishes and maintains effective liaison between contractors, suppliers and stakeholders.
- Manages contracts and contractors to ensure that projects are completed to approved scope, budget, time and quality.
- Co-ordinates and participates in supplier selection processes.
- Manages effective and timely project and program reporting.
- Ensure compliance with OSH Legislation and Guidelines.
- Liaise with external authorities and arrange other related works.
- Provides advice on construction projects and support to external and internal customers.
- Maintains contemporary knowledge and skills to ensure continual process improvement underpinned by best practice.
- Acts in the capacity of Principal's Representative or Superintendent to the Contract as applicable.

FINANCIAL AND CONTRACT MANAGEMENT

- Finalises project budgets, forecasts expenditure in live project environment with frequent financial reporting to Coordinator Asset Delivery
- Monitors expenditure on projects and consult with manager on budget adjustments and funding requirements.
- Reviews/approves variations to construction works.
- Raises Purchase Orders for goods and services.
- Reviews, certifies and/or authorises contract progress claims for payment.
- Drafts contract and tender specifications for projects, experienced with AS4100
- Uses contract specific clauses to ensure contractor and project management & compliance
- Provides input and commentary on formal budget reviews

REPORTING

- Undertakes all reporting and associated record keeping relating to projects for both internal and external stakeholders
- Prepares and/or provides input to City reporting systems, and where applicable, certifies all documentation associated with the City's internal systems, consultant/contractor communications, service provider applications/negotiations, accounts, requisitions and purchase orders, Council requests/reports, customer requests, scheduling, OSH, insurance claims.
- Communications and presentations to stakeholders.
- Prepares expenditure reports for review.
- Prepares tender and quotation documentation.

TEAM MEMBERSHIP

- Creates a positive team environment, identifying opportunities to collaborate, problem solve and improve service delivery.
- Supports the team to create a safe working environment and proactively identifies and reports safety hazards and improvements.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- A degree in Civil Engineering and extensive experience in project management.
- Holds a current White Card – preferable not mandatory
- Proficient users of MS Project and MS Office Suite / Office 365

SELECTION CRITERIA

1. Extensive experience in the Civil Infrastructure Construction industry validated by a tertiary qualification (or equivalent experience) in Civil Engineering or a related discipline.
2. Demonstrable ability to successfully manage projects, making sound decisions in line with various strategies and contemporary best practice to achieve intended outcomes.
3. Demonstrable experience and knowledge in cost planning, program management and management of contractual and commercial claims and disputes.
4. Solid experience in and contemporary knowledge of community engagement, project management and procurement methodologies and best practice.
5. Demonstrable experience in collaborative leadership and the ability to problem-solve and be outcome focused.
6. Excellent knowledge of budget preparation and financial management processes.
7. Well-developed computer skills, including the use of Microsoft Office, GIS, Project Management and Financial applications.
8. Demonstrated ability to produce high level reports for senior management and/or Council.

PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Able to sit for extended periods of time.
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Manager Asset Delivery

DATE PD REVIEWED/APPROVED: 19 April 2023
