



Upper Hunter Shire Council

JOB DESCRIPTION



Project Manager

Position Details

Occupant:

Reports to: Manager Special Projects

Section: Special Projects

Department: Infrastructure Services

Industrial Instrument: Local Government (State) Award

Salary Grade: 22

Hours of Work: 35

Staff Management: No

Budget Responsibility: Yes

Date Created: May 2018

Last Reviewed: February 2020

Special Conditions:

The Role

The Project Manager will be responsible for assisting the Manager Special Projects to deliver a broad range of civil engineering projects. The Project Manager will ensure works are managed in a safe, timely, efficient and effective manner, within budget, and ensure compliance with sound environmental, WHS and statutory requirements.

Our Council

Encompassing the vibrant towns and communities of Scone, Aberdeen, Merriwa and Murrurundi and many smaller villages, the Upper Hunter Shire covers about 8,100km², with a population of approximately 14,500 people. The Upper Hunter Shire is a diverse, scenic region and a great place to live and work.

Our Council is committed to delivering high quality, innovative, consistent and responsive services to the community whilst maintaining a safe, fair and open workplace where achievements are recognised and staff are encouraged to develop and grow.





Selection Criteria

Essential

- Tertiary qualifications in Civil Engineering or relevant field and experience in Construction Management and Project Management.
- Demonstrated project management and contract management skills and experience.
- Solid working ability with the Microsoft Office Suite.
- Excellent written and oral communication skills.
- Demonstrated ability to deal with customers, contractors and staff.
- Ability to interpret detailed plans.
- Knowledge and application of Work Health and Safety principles.
- Knowledge and application of the Roads Act and Civil Liability Act.
- Knowledge of risk management practices and techniques.
- Experience in undertaking tendering processes and the management of contractors.
- Current unrestricted drivers licence.



Desirable

- Excellent problem solving skills.
- An ability to work under pressure, coordinating several projects at one time.
- Experience in planning, designing and constructing of civil and multi-disciplined projects.
- High level of administrative ability.
- Construction Induction – White Card.
- Excellent negotiation and influencing skills
- Previous Local Government experience.


Key Duties and Functions

- Manage the organisation's major projects and deliver identified works programs on time and on budget.
- Manage and administer contracts to deliver maintenance and capital works.
- Prepare tender documents for contracted works.
- Ensure costing of projects is maintained for future reference.
- Manage major projects such as:
 - Water Augmentation Project
 - Aberdeen Heights residential subdivision
 - Saleyards re-development
 - Bridge construction
- Undertake customer and client enquiries relating to relevant projects.
- Ensure appropriate customer and contractor relationships are maintained.
- Prepare and monitor project budgets.
- Ensure works are carried out within budgetary constraints.
- Report on any budget variations.
- Produce minutes, business papers, reports and correspondence as required by each project.
- Prepare reports for State Government, Federal Government and Council as necessary.
- Other duties as directed, within the skills and capabilities of the employee.




Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self – Show drive and motivation, an awareness of strengths and weaknesses, and commitment to learning.	Adept
	Display Resilience and Adaptability - Express own views, persevere through challenges, and be flexible and willing to change.	Adept
	Act with Integrity – Be honest, ethical and professional, and prepared to speak up for what is right.	Advanced Focus Behavioural Indicators <ul style="list-style-type: none"> – Models ethical behaviour and reinforces it in others – Represents the organisation in an honest, ethical and professional way and sets an example for others to follow – Promotes integrity, courage and professionalism inside and outside the organisation – Monitors ethical practices, standards and systems and reinforces their use – Proactively addresses ethical and people issues before they magnify
	Demonstrate Accountability – Take responsibility for own actions, commit to safety, and act in line with legislation and policy.	Adept
 Relationships	Communicate and Engage – communicate clearly and respectfully, listen and encourage input from others.	Adept
	Community and Customer Focus – commit to delivering customer and community focused services in line with strategic objective.	Adept
	Work Collaboratively – be a respectful, inclusive and reliable team member, collaborate with others and value diversity.	Adept
	Influence and Negotiate – persuade and gain commitment from others, and resolve issues and conflicts.	Advanced Focus Behavioural Indicators <ul style="list-style-type: none"> – Builds and maintains professional relationships inside and outside the organisation



		<ul style="list-style-type: none"> – Makes a strong personal impression and influences others with a fair and considered approach – Establishes a negotiation position based on a firm grasp of key issues, likely points of difference and areas for compromise – Identifies key stakeholders and tests their level of support in advance of negotiations – Uses humour appropriately to enhance professional relationships and interactions – Pre-empt and minimises conflict by working towards mutually beneficial outcomes
 Results	Plan and Prioritise – Plan and organise work in line with organisational goals, and adjust to changing priorities.	Adept Focus Behavioural Indicators <ul style="list-style-type: none"> – Consults on and delivers team/ unit goals and plans, with clear performance measures – Takes into account organisational objectives when setting and reviewing team priorities and projects – Scopes and manages projects effectively, including budgets, resources and timelines – Manages risks effectively, minimising the impacts of variances from project plans – Monitors progress, makes adjustments, and evaluates outcomes to inform future planning
	Think and Solve Problems – think, analyse and consider the broader context to develop practical solutions.	Adept
	Create and Innovate – Encourage and suggest new ideas and show commitment to improving services and ways of working.	Adept
	Deliver Results – achieve results through efficient use of resources and a commitment to quality outcomes.	Adept
	Finance - be a responsible custodian of council funds and apply processes in line with legislation and policy.	Adept



 Resources	Assets and Tools – use, allocate and maintain work tools appropriately and manage community assets responsibly.	Adept
	Technology and Information – use technology and information to maximise efficiency and effectiveness.	Adept
	Procurement and Contracts – understand and apply procurement processes to ensure effective purchasing and contract performance.	Advanced Focus Behavioural Indicators <ul style="list-style-type: none"> – Ensures that organisational policy on procurement and contract management is implemented – Applies knowledge of procurement and contract management risks to decisions – Ensures others understand their obligations to manage and mitigate risks in procurement – Implements effective governance arrangements to monitor provider, supplier and contractor performance – Represents the organisation in resolving disputes with suppliers and contractors

WHS and Risk Management Responsibilities

- Comply with all Work Health and safety legislation and risk management requirements and abide by all relevant policies and procedures.
- Ensure all staff are provided with appropriate training, induction and instruction.
- Ensure all staff are competent to undertake their work.
- Ensure all staff have the appropriate PPE and resources to undertake their work safely.
- Ensure hazards are identified in the workplace and appropriate control measures are implemented.
- Keep up to date with work health and safety matters.
- Ensure all staff actively comply with statutory, Council and legal requirements in the areas of risk management including Work Health and Safety. Enforce these requirements as necessary.
- Ensure all injury management processes and legislation are followed correctly including the direct reporting and investigation of injuries, accidents and near misses.

EEO Management Responsibilities

- Demonstrate a positive commitment and compliance with all relevant Equal Employment Opportunity legislation, covering all forms of workplace discrimination, harassment and bullying.
- Ensure all team members are educated in the EEO policies, and any breaches are addressed as per the grievance process.



Certification - Manager

The details contained in this document are an accurate statement of the current duties, functions, accountabilities and responsibilities of the position.

Title:		Name:	
Signature:		Date:	

Certification - Employee

As the incumbent of this position I have read and understood this document as a statement of the duties, functions, accountabilities and responsibilities of the position.

Title:		Name:	
Signature:		Date:	