

## Position Description

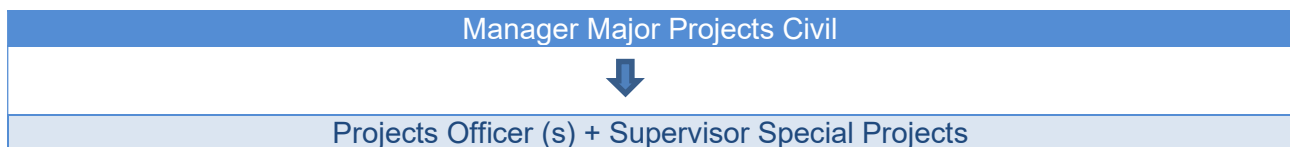
<b>Position Title</b>	<b>Manager Projects (Civil)</b>
Position Code	ENG053
Department	Projects
Division	Project Management Office
Reports To	Director Projects
Direct Reports	1 + fluid numbers (depending on project)
Position Classification	Executive Band 4, Level 1.
Position Status	3 -Year contract
Allowances	Nil

### SPECIAL CONDITIONS

This is a three-year fixed term contract subject to contractual clauses.

Leaseback vehicle included.

### REPORTING STRUCTURE



### PRIMARY PURPOSE OF THE POSITION

The aim of this position is to provide strategic oversight, and operational management of Council's civil and building capital works program, including scoping, planning, management, and commissioning of these projects. The position is critical in the management of allocated resources – to deliver high standard engineering & building outcomes for the capital works program through high quality project management.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Delivery of operation, maintenance and capital works programs</i>	<i>60%</i>
<i>Strategy and planning for Council's operations, capital works, and identified projects</i>	<i>30%</i>
<i>Indirect management of project teams, staff and others via coaching, expertise sharing, mentoring and upskilling – across engineering and corporate services.</i>	<i>10%</i>

## **POSITION RESPONSIBILITIES**

- Ensure the provision of effective project management for major capital works in the civil and building areas of Council as required for the identified projects;
- Review and implement management plans (safety, environmental and quality) relevant to the identified projects and review the program, insurances, and other initial contract deliverables;
- Lead the procurement of services including the review of project milestones, quality delivery and schedules for payment;
- Provide full planning, scoping, management and delivery in relation to all capital works projects;
- Receive, assess and recommend acceptance or rejection of any claims from the contractor for extensions of time or variations to the contract price;
- Manage the interface between equipment suppliers, construction contractors and consultants; including all internal stakeholders relevant to the position;
- Manage the risks associated with the identified projects on behalf of Forbes Shire Council;
- Provide written reports to Forbes Shire Council on progress and management of the projects including outlining the mitigation of identified risks;
- Resolve any technical and contractual issues which may occur during the construction period through highly effective stakeholder engagement and management;
- Manage required resources internally and externally to ensure the availability of allocated plant and equipment;
- Conduct onsite audits of Contractor's WHS in consultation with Council's WHS Team;
- Conduct onsite audits of the contractor's environmental matters and compliance with all relevant regulations and legislation;
- Manage the resolution of identified defects during the construction period of Forbes Shire Council's major capital projects;

## **Organisation – Professional**






- Contribute to reviews and status of the Community Strategic Plan and Delivery Program including the preparation and reporting on all relevant IP&R requirements;
- Ensure compliance with the WHS Act 2011 and its regulations, including:
  - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
  - Wear protective clothing or equipment in the manner intended (if required);
  - Take reasonable care for the health and safety of all persons who are at their place of work;

- Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
  - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy;
  - Cooperate with the supervisor in the measures taken to ensure Work, Health and Safety;
  - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
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- Manage and develop staff through implementation of Council's human resource management systems, policies and procedures, including but not limited to: recruitment; performance management and conducting performance reviews and the promotion of learning and development;
  - Carry out and/or participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be effected promptly;
  - Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
  - Assist with and/or lead contract and project management practices in line with Council's policies and delegations (i.e. Contract Superintendent accountabilities or reporting all information through to this role) in the engagement and management of external providers of professional and technical services, including all contractors of Council.
  - Assess and improve work practices and procedures on a continuous basis to achieve or exceed Council's strategic and operational goals;
  - Comply with all Council's policies procedures and Code of Conduct;
  - Complete other duties as directed by the nominated Supervisor;
  - Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

## KEY RELATIONSHIPS

Who	Why
Internal	
Leadership Team including GM	Advice, guidance and support
Project Sponsor	Direct report
Contracts and Projects Officer	High level administration and compliance support
Council Staff	Advice, guidance and support
External	
Business community; consultants contractors.	During the completion of major projects on behalf of Council
Authorities & Government Depts.	Regulatory Reporting e.g. SafeWork NSW, EPA etc.
Councillors within the scope of Council's Code of Conduct Model.	Advice and guidance through the General Manager

**POSITION CAPABILITIES**

<b>LGNSW Capability Framework</b>		
<b>Capability Group</b>	<b>Capability Name</b>	<b>Level Required</b>
 <p>Personal Attributes</p>	Manages Self	Advanced
	Displays Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 <p>Relationships</p>	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
	Works Collaboratively	Advanced
	Influence and Negotiate	Advanced
 <p>Results</p>	Plan and prioritise	Advanced
	Think and solve problems	Advanced
	Create and Innovate	Advanced
	Deliver Results	Advanced
 <p>Resources</p>	Finance	Advanced
	Assets and Tools	Advanced
	Technology and Information	Advanced
	Procurement and Contracts	Advanced
 <p>Workforce Leadership</p>	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Intermediate
	Optimise Workforce Contribution	Intermediate
	Lead and Manage Change	Intermediate

## **PERSON SPECIFICATION**

### **Essential**

- Tertiary Qualification in Project Management &/or demonstrated equivalent industry experience;
- Bachelor/Masters Degree in related area;
- Class C (Standard) Drivers Licence;

### **Experience**

- Demonstrated experience in Local Government or related industry;
- Demonstrated experience in the implementation of workplace safety, quality systems and environmental assessment;
- Demonstrated high level written and verbal communication skills;
- Demonstrated experience managing and leading people in diverse, multi-functional teams;
- Demonstrated ability to make sound decisions using judgement and initiative.

### **Authority and Accountability**

- Worker level responsibilities in regards to WHS legislation;
- Financial delegation as per Council's delegation register

### **EQUIPMENT REQUIRED FOR THE POSITION**

- Leaseback vehicle (aligned with Policy);
- Mobile Phone;
- Mobile Tablet + Cradle (fitted to vehicle)

## ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:

Date:

## HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check?	Yes / No
Does this position have a financial delegation?	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification?	Yes / No