

POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	Projects Manager	Designation and Classification Level	Level 10
Position No	1032	Division	Infrastructure Services & Planning
Business Unit	Projects Management	Reports To	General Manager, Infrastructure Services & Planning
Location	Katherine	Date Created	October 2022
2. POSITION CONTEXT			
Position Summary/ Purpose	<p>To plan, execute and finalise projects according to strict deadlines, within budget and in accordance with Council's plans. This includes acquiring resources and coordinating the efforts of internal project teams and external contractors, formulating tender and quotation requests, project design, awarding of contracts, works monitoring and sign-off on completed works. The Project Manager will also define the project's objectives and oversee quality control throughout the project.</p> <p>Manage projects in line with Council's business and strategic plans by delivering high quality, best value outcomes for the Council and its residents.</p>		
3. KEY RESPONSIBILITIES			
1. Service Delivery, Planning and Monitoring			
<ul style="list-style-type: none"> • Ensure that Council's projects are successfully completed within budget, on time and in accordance with contractual obligations. • Develop and implement project and contract delivery strategies and project specific plans, and ensure project plans and contracts are developed and approved for each project with clear project scope and goals. • Ensure resource and budget plans are developed for each assigned project and deliver projects in accordance with Councils business and strategic plans. • Conduct regular site meetings to ensure that all projects meet performance quality, safety and environmental objectives. • Maintain controlled document registers for all projects. • Ensure that all contracts achieve optimum value and are entered into according to Council's policy and procedures. • Manage all contracts in a professional manner to promote long term relationships with key stakeholders. • Plan, monitor, control and report against multiple project timelines and milestones. • Manage the design and project management teams. Ensure that plans and designs, including potentially drafting plans, are clearly defined and agreed to for each project and delivered on time. • Manage the procurement of materials and services in accordance with Local Government procedures and legislative requirements, ensuring that Council gain full value for money from all consultants and contractors (internal and external) engaged in relation to infrastructure projects. • Develop and coordinate tender and quotation requisition documentation, evaluation and contract award process for each project. • Review and approve materials and contractor invoices prior to payment. • Monitor expenditure against budgets and make recommendations for reviews. Ensure project budgets are developed, approved and adhered to for each phase of the project. • Liaise with the Finance Department to monitor outstanding income and expenditure. Where required, assist with issues which may affect release of payment. 			
2. Organisational Sustainability			
<ul style="list-style-type: none"> • Engage and manage design consultant to ensure that designs meet Council's requirements. • Ensure scope of works is clearly and accurately defined in tender and contract documentation. • Ensure that tender and contract documents are complied with for each project. • Ensure that Local Government procurement procedures and policies are complied with for each project. • Identify opportunities for potential grant funding in collaboration with Grants Coordinator. • Stakeholder management is a major component of the Project Manager's role, including both internal and external stakeholders. During the project there is frequent interaction with many people across a range of roles and departments within the Council, this keeps people informed about the progress of projects. • Key stakeholders for this position are Council and the Local Authorities. Attendance at Local Authority meetings in communities where projects are occurring is required. 			

- Manage the relationship with other organisations, statutory authorities or government departments which have a significant stake in the results of the project.
- Network with government agencies and external contractors to capitalise on contract opportunities which fall within the scope of Council's operational and strategic plans.
- Liaise with Council Services Coordinators to obtain alternative perspectives on the performance of contractors and field workers.
- Carry out complex negotiations with external parties, mediating between the conflicting interests of different stakeholders, and influencing and persuading a wide range of people in order to overcome obstacles and deliver projects.
- Negotiate with other department heads to utilise existing field staff when required. This ensures projects share the limited resources that are available.
- Ensure project teams have clearly assigned roles and responsibilities.

3. Quality and Continuous Improvement

- Ensure high quality reports are developed in accordance within agreed timeframes.
- Assess requirements for resources and develop a plan to ensure resources are made available to staff, to enable staff to perform works to a high standard.
- Ensure that staff is issued with protective equipment and have the knowledge to use it.
- Ensure that adequate induction training is provided to enable all personnel to carry out their duties effectively and efficiently.
- Organise and supervise staff in completing occurrence reports (for accidents/incidents) and hazard reports in a timely manner in accordance with Council's determinations, business rules, procedures and practices.

4. Work Health and Safety (WHS)

All Council staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others
- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
- Attend and actively participate in WHS and other mandatory training
- Monitor workplace conditions and report:
 - Ideas which may improve health and safety
 - Any work related or personal injury or illness (where it may affect their ability to work safely)
 - Any work-related incident they witness, including bullying and harassment
 - Hazards and incidents including any malfunction or inadequacies of equipment
 - Correct minor hazards as applicable.

4. SELECTION CRITERIA

ESSENTIAL

1. Formal qualifications (Diploma, Advanced Diploma or Bachelor's degree in Engineering / Project Management / Business Management / Construction Management) or similar discipline, with a minimum of three (3) years of work experience in building-related, projects and construction management.
2. Demonstrated experience in managing complex infrastructure projects, management of contracts, budgets and contractors.
3. Demonstrated experience in interpreting legislation, standards and policies to ensure that work is performed according to directives issued by clients and accordance with any legislative requirements.
4. Strong interpersonal and stakeholder management skills with the ability to communicate and interact with stakeholders, suppliers, clients and the general public in a courteous manner.
5. Advanced computer skills with demonstrated experience in using project management specific software systems such as Microsoft Project.
6. Solid planning and organisational skills with demonstrated ability to stick to time constraints and work under high pressure environments while maintaining high level attention to detail.
7. Demonstrated commitment and ability to work collaboratively within a team.

DESIRABLE

1. Project Management qualifications
2. Experience in Local Government environment and knowledge of the Local Government Act.
3. Demonstrated experience and/or awareness of issues affecting people in remote Indigenous communities.

MANDATORY REQUIREMENTS

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).
2. Current Criminal History Check (issued within three (3) months) or undertake Criminal History Check prior to commencement of employment and renew as required throughout period of employment, or as per the Criminal History Check Policy.
3. Current Working with Children Clearance Notice (OCHRE Card) or provide an application receipt for an exemption to be approved by SAFE NT prior to commencement.
4. Current Northern Territory "C" Class Drivers Licence with manual driving capacity.

TRAVEL REQUIREMENTS

This position is based in Katherine and you may be required to travel and work in remote communities, including overnight stays, in the Roper Gulf Regional Council area.

5. ACKNOWLEDGEMENT

General Manager	David Hurst	Date Approved: 12/7/23	Signature: 
Employee Name		Date:	Signature:

