

CITY OF WANNEROO POSITION DESCRIPTION – OPERATIONAL LEADER

POSITION TITLE: Project Manager CSEM	DIRECTORATE: Community & Place	DATE: November 2024
REPORTS TO: Manager CSEM	SERVICE UNIT: CSEM	LEVEL: 8
POSITION NUMBER:	SUB UNIT: NA	ROLE FOCUS: Advice
ROLE BALANCE: (People/Scheduling/Technical) 10/10/80	JOB FAMILY:	ANZSCO CODE:

ORGANISATIONAL CONTEXT

The City of Wanneroo (the City) is an expanding and thriving Local Government on the northern fringe of the Perth Metropolitan area, located approximately 12km from the CBD at its nearest point and 62km at its furthest point. Our community, council and City administration are working actively towards our vision of building a future together by collaborating with all stakeholders.

DIRECTORATE CONTEXT

The **Community & Place Directorate** has a very strong interface with the community, providing community infrastructure, programs and services as well as advocating for funding and services by other agencies. We provide support for a diverse range of community priorities and encourage the growth of self-sufficient community organisations to assist with addressing these priorities.

POSITION CONTEXT

Under broad supervision of the Manager, this position is accountable for the provision of quality outcomes in accordance with customer needs as outlined in the Service Plan and Performance & Development Review Conversation, by applying skills, knowledge, experience and judgement, guided by established policies, procedures and methods as well as the application of professional standards, education and training to meet current and anticipated changing organisational needs.

The role communicates with a range of customers and stakeholders including consultants and contractors; government departments and agencies; other local governments; the business community; vendors and suppliers; members of the public; and City Leaders and employees.

A challenging aspect of the role is delivering and supporting a range of Community Safety & Emergency Management projects within a dynamic environment that includes changing and competing priorities with tight timeframes.

The City values an agile workforce where people are engaged to deliver excellent customer outcomes and have the aptitude to adapt to changes in the internal and external environment. As such, all roles may be required to work in any Service Unit across the City and perform activities outside of those described in this position description, aligned to the incumbent's skills, qualifications and training. A positive, proactive approach to change is required.

FUNCTIONAL ACCOUNTABILITY

Develop, deliver and support a range of community safety & emergency management projects in line with established objectives, meeting both customers' needs and corporate standards. Encompasses an

individual person delivering outputs to meet their own individual performance outcomes aligned to business objectives and set out in their annual performance review

KEY ACCOUNTABILITIES

KEY RESULTS AREAS	OUTCOMES
Collaboration & Teamwork	<ul style="list-style-type: none">• Contributes to a cohesive team environment by sharing information, supporting and assisting colleagues in a proactive manner to meet goals and deadlines.• Thinks critically and actively collaborates with colleagues and Leaders.• Contributes to the development of business improvement initiatives.
Engage Customers & Stakeholders	<ul style="list-style-type: none">• Acts as a point of contact for customers and stakeholders and responds to enquiries ensuring that these are addressed, resolved and/or re-directed for resolution.• Liaises with customers and stakeholders to deliver service excellence, ensuring that information is accurate, consistent, clearly communicated and issues are resolved in a timely manner.• Communicates with key customers and stakeholders to facilitate exchange of information and support project completion in line with project plans
Efficient & Effective Delivery	<ul style="list-style-type: none">• Provides a range of project management and contract management services relative to designated project size and complexity, including preparation of reports and briefs, coordinating resources, and implementing and monitoring project plans, ensuring that projects are delivered on time, within scope and within budget.• Prepares and maintains project documentation for reporting, monitoring and evaluation purposes, ensuring accessibility of quality information that contributes to the achievement of project outcomes.• Sources, collates and compiles data and information to identify emerging issues and track and report on project progress against established milestones and deliverables.• Undertake research and analysis, identifying trends, opportunities and issues, and developing evidence based options and recommending solutions.• Prepares reports in functional area or activity tailored to the needs of the audience.• Processes and practices are continually reviewed, ensuring delivery of quality outcomes and results for customers.• Proposes innovation and business improvement initiatives within area of accountability / activity.
Systems & Processes	<ul style="list-style-type: none">• Maintains relevant registers, databases and systems, ensuring that information is accurate, stored correctly and accessible as required and meets legislative requirements.• Follows the City's administrative systems and processes, ensuring that information is accurate, stored correctly and accessible as required.• Contributes to the development of processes that support the work of the Service Unit.
Resources, Governance, Compliance & Risk	<ul style="list-style-type: none">• Manages project resources, including consultants and contractors, to deliver project outcomes in line with milestones, timeframes and budget.• Procures resources to support the delivery of projects, in accordance with relevant policies processes and procedures• Ensures knowledge of and complies with safety, legislative, regulatory, financial and administrative frameworks.

- Represents the City in an honest, ethical and professional way, ensuring adherence to the City’s Code of Conduct.
- Demonstrates high and proactive concern for health, safety, environment, community and the City’s reputation.

CAPABILITIES REQUIRED

Qualifications, Requirements and Experience:

- Tertiary qualification in relevant discipline such as Engineering, Architecture, Landscape Architecture, Environmental Science or Project Management.
- Relevant experience in a similar role.
- Intermediate experience in the efficient utilisation of information systems and technology.
- C class Drivers Licence.

Skills and Knowledge:

- Intermediate computing, numeracy and literacy skills.
- Intermediate skills in the efficient utilisation of information systems and technology.
- Advanced organisational skills with the ability to prioritise competing tasks.
- Intermediate customer service skills.
- Advanced communication and problem-solving skills.
- Advanced research and analysis skills.
- Intermediate negotiation and influencing skills.
- Knowledge of project management principles and practices
- Knowledge of the practical application of occupational health and safety measures in the workplace, including risk assessment and control implementation.

Key Stakeholder Relationships:

- Support the Manager Community Safety & Emergency Management, Coordinator Community Safety and Emergency Management Specialist to assist them to carry out their roles.
- Communicate, engage and provide support / advice to relevant stakeholders and customers.

Role Authorities:

- Local Government Act Regulations and Act delegations, specific to the role.
- Required to exercise responsibility and use of initiative and judgment in problem solving and support at a Team Member level.

VERIFICATION

The content of this Position Description is an accurate statement. Position Descriptions will generally be reviewed and updated where necessary and / or within a period of 12 months.

Leader Name

Signature

Date

Next Up Leader Name

Signature

Date

