

CITY OF WANNEROO POSITION DESCRIPTION

POSITION TITLE: Program Manager	DIRECTORATE: Assets	DATE: March 2021
REPORTS TO: Manager Infrastructure Capital Works	SERVICE UNIT: Infrastructure Capital Works	LEVEL: 9
POSITION NUMBER: IN30005 / 3280	SUB UNIT:	ROLE FOCUS: Advice
ROLE BALANCE: (People/Scheduling/Technical Work) 20/20/60	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 **Assets Directorate** is responsible for ensuring the City's assets are strategically planned, built and managed to a high standard. This includes ensuring the effective and efficient deployment of resources to maximise the benefits to the community. These benefits may be gained from major infrastructure projects like roads and buildings, and also community enhancing infrastructure like parks and coastal environments.

POSITION CONTEXT

Under broad oversight of the Manager Infrastructure Capital Works, applies specialist (technical) proficiencies whilst managing the portfolio of capital projects, designing and implementing efficient work practices and work flows that ensure the City's corporate business objectives are achieved 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; and City leaders and employees.

A challenging aspect of the role is developing and implementing an integrated approach to forward planning that optimises performance across the capital works program.

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

Accountable for leading and managing the forward planning and delivery of the agreed portfolio of the City's capital works program.

KEY ACCOUNTABILITIES

KEY RESULT AREAS OUTCOMES

Provide Leadership	<ul style="list-style-type: none">• A positive and productive culture where team members are engaged and accountable for their work, achieving on key deliverables.• Clear objectives, project deliverables and outcomes required of the capital works program are identified, clearly communicated and achieved on an annual basis.• Team member roles and accountabilities are clearly established and aligned with the Corporate Business Plan and City's vision and values.• Capacity and capability is developed through effective coaching, providing performance feedback, conflict resolution and encouraging career development.
Think Strategically & Manage Change	<ul style="list-style-type: none">• Program activities are effectively managed, reviewed and continuously improved to meet identified objectives.• Change is effectively managed, ensuring the desired outcome is achieved.• Policies, procedures and processes within specialist area or activity are interpreted, drafted and reviewed through key customer and stakeholder engagement, ensuring alignment with the Corporate Business Plan and customer needs.• Innovative initiatives and business improvement strategies are recommended within area of program activity.
Engage Stakeholders and Customers	<ul style="list-style-type: none">• Program objectives are met through regular collaboration and engagement with customers and stakeholders.• Relationships with customers and stakeholders are effectively maintained, achieving the program objectives.• Communication networks with project stakeholders provide continuous improvement in delivery of infrastructure works programs.• Well researched, timely and accurate reports are developed as related to the program activities, tailored to the needs of the audience.• Capability within the program is utilised effectively, achieving on key deliverables.
Efficient & Effective Delivery	<ul style="list-style-type: none">• A culture of excellence in service delivery is evident through the conduct and performance of team members' high standard of output, and quality communications with customers.• Program interdependencies are identified and resources are leveraged to maximise efficiencies and achieve required organisation outcomes.• The program's overall achievement of set objectives is consistently attained.• Specialist advice and information is provided to stakeholders on emerging program issues and recommendations to support program delivery in line with established plans, budgets, timeframes, and other capital works priorities.• Program tools assist in the short and long term forward planning of the City's infrastructure capital works program including budget and resource allocations.• Program tool monitor project due diligence, identify project risks and deliver readiness to inform future budgeting processes.• Program processes and practices are continually reviewed, ensuring delivery of quality outcomes and results for customers.
Manage Resources, Governance, Compliance & Risk	<ul style="list-style-type: none">• Program work processes, including setting tasks and priorities, managing work flow and allocating resources, is managed efficiently and effectively.• Allocated budgets are effectively managed, demonstrating cost effectiveness and efficiency in the use of rate payer's money in the pursuit of program objectives.• Adequate controls are in place to manage governance, compliance and risk across the program, as measured through the City's corporate risk framework.

CAPABILITIES REQUIRED

Qualifications, Requirements and Experience:

- University degree in relevant discipline such as engineering is required.
- Significant experience in a similar role within a large and complex organisation.
- C class Drivers Licence.

Skills and Knowledge:

- Extensive knowledge of program and project management and contract administration gained within the engineering / construction industry.
- Extensive knowledge of resource planning and budget management.
- Extensive knowledge of relevant legislation and regulations.
- Advanced communication (written, verbal and public speaking) and problem-solving skills.
- Advanced research and analysis skills.
- Advanced negotiation and influencing skills.
- Advanced organisational skills.
- Advanced skills in the efficient utilisation of information systems and technology.
- Knowledge of the practical application of occupational health and safety measures in the workplace, including risk assessment and control implementation.

Key Stakeholder Relationships:

- Provide advice and support the Manager Infrastructure Capital Works and Director Assets to assist them to carry out their roles.
- Provide accurate and specialist advice and guidance to the Manager and Director on the status and function of the capital works program and ensure that processes are administered in accordance with legislation and agreed policies, procedures, processes, service level agreements or legal instruments.
- Provide support and guidance to employees within the Service Unit to sustain a team capable of producing the required outputs and adding value to the Directorate.
- Consult and engage with relevant stakeholders to gain their cooperation with the delivery of the program's strategic objectives.

Role Authorities:

- Local Government Regulations and Act delegations as well as other relevant legislation, specific to the role.
- Required to exercise responsibility and use of initiative and judgment in problem solving and technical support at a Specialist 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: Lionel Nicholson, Manager ICW

Date: 29 April 2021

Signature



Next Up Leader: Harminder Singh, Director Assets

Signature



Date: 30 April 2021