

CITY OF WANNEROO POSITION DESCRIPTION – TEAM MEMBER

POSITION TITLE: Project Manager	DIRECTORATE: Assets	DATE: March 2021
REPORTS TO: Program Manager	SERVICE UNIT: Infrastructure Capital Works	LEVEL: 8
POSITION NUMBER: IN31034 / 3284	SUB UNIT:	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 **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 supervision of the leader, 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. Work may require the modification or adaptation of project plans to meet current and anticipated changing project 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; special interest groups, utility service authorities; members of the public; City leaders and employees.

This role may be required to work outside of normal business hours as part of the delivery of the capital works program.

A challenging aspect of the role is coordinating and delivering multiple capital works projects within a dynamic environment that includes changing and competing priorities with tight timeframes. Additionally the role is required to manage consultations and negotiations with diverse stakeholders, given their varying expectations, viewpoints and interests. Post-holders must be able to communicate with a wide variety of people in a professional manner, displaying patience, tact and diplomacy when needed.

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

Manages and coordinates the development, implementation and evaluation of capital works projects varying in size and complexity, on-time and on-budget that support the achievement of organisational objectives.

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. |
| 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.• Establishes and maintains customers and stakeholder relationships through effective communication, negotiation and issues management, ensuring that project deliverables are met.• Provides advice and information to customers and stakeholders on emerging project issues and to support project development and delivery in line with established timeframes, budgets and project plans. |
| Efficient & Effective Delivery | <ul style="list-style-type: none">• Manages and oversees all aspects of project planning, development and implementation for a range of capital works projects in accordance with the City's Project Management Framework, ensuring that projects are delivered on time, on budget, within scope and to quality standards.• Evaluates and manages all aspects of project implementation, including risk and contingency management, project impact and quality measures, to identify and address issues, assess project progress and effectiveness, and achieve project outcomes.• Undertakes research and analysis, identifies emerging issues, and determines solutions to solve complex capital works project problems.• 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 and procedures that support the work of the Service Unit. |

Resources,
Governance,
Compliance & Risk

- Manages a project team and resources, including consultants and contractors, ensuring compliance with governance and quality requirements 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:

- University degree in relevant discipline such as Architecture, Civil Engineering or Project Management or equivalent experience.
- Relevant experience in a similar role, including experience in project management of infrastructure projects and contract management.
- Advanced experience in the efficient utilisation of information systems and technology.
- National Construction Induction Certificate (White Card).
- C class Drivers Licence.

Skills and Knowledge:

- Advanced computing, numeracy and literacy skills.
- Advanced organisational skills with the ability to prioritise competing tasks.
- Advanced customer service skills.
- Advanced communication and problem-solving skills.
- Advanced research and analysis skills.
- Advanced negotiation and influencing skills.
- Knowledge of resource planning and budget management.
- Knowledge of project management principles and practices.
- Knowledge of construction practices and methodology.
- Knowledge of the practical application of occupational health and safety measures in the workplace, including operations where interaction with members of the public may be reasonably expected to occur.

Key Stakeholder Relationships:

- Support the Manager Infrastructure Capital Works and leaders 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: Ben Whitfield, Program Manager



29 April 2021

Signature

Date

Next Up Leader: Lionel Nicholson, Manager Infrastructure Capital Works



29 April 2021

Signature

Date