

POSITION DESCRIPTION

Senior Project Manager – Civil Projects
(POS 1777, 1778 & 1186)

Directorate:	Operations	Department:	Project Delivery
Position Grade:	16	Reports to:	Coordinator Civil Projects
Last review:	June 2023	Next review:	June 2025
		Version No.:	2.0

Position purpose:

To develop, deliver and carry out asset management of safe and effective roads and drainage infrastructure assets.

Key accountabilities/responsibilities:

Responsible for:

- 1) Assisting in the achievement of “best value” investment in road and drainage infrastructure assets by contributing to:
 - The development, implementation and maintenance of effective budget and asset management programmes and systems.
 - The analysis, evaluation and planning of short, medium and long term road and drainage infrastructure options and strategies.
- 2) Achieving project and program delivery goals (encompassing quantity, quality, time, safety, environmental and cost) by actively coordinating and overseeing the planning, design, procurement, construction and hand over processes across the organisation.
- 3) Providing high quality road and drainage infrastructure by monitoring the execution and completion of works to achieve required specifications, quality, safety and environmental standards, time and budget constraints, legislative requirements, grant conditions and customer expectations.
- 4) Assisting in maximising Council's access to and use of grant funds for road and drainage infrastructure assets by:
 - Identifying sources and preparing sound grant submissions and applications;
 - Developing strong relationships with relevant govt agencies; and
 - Developing, coordinating, administering and delivering grant funded projects/ programs within grant guidelines, timeframes and agency expectations.
- 5) Contributing to the development of “best practice” asset and infrastructure solutions by giving consideration to political sensitivities, life cycle costs, safety, amenity, environment, access & user behaviour, community expectations and other risk management issues.
- 6) Undertaking pre-tender/quotation WHS project hazard identifications and risk assessments of relative work activities associated with allocated projects.
- 7) Contributing to the successful development, acceptance and implementation of projects and programs by ensuring effective liaison, consultation and communication and developing and maintaining effective working relationships with all stakeholders, both internal and external to the organisation.
- 8) Assisting in achieving budget, plan, policy and operational objectives by:
 - Contributing to the development, monitoring and review of business plans consistent with Council's Corporate and Management Plans; and
 - Monitoring and managing the Program area performance.

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- 9) Fostering and encouraging an environment of continuous improvement by embracing Total Quality Management principles and applying to the Section's activities.
- 10) Programming, prioritising and executing the delivery of works and services be fully aware of, and sensitive to, the various social, environmental, political, and public perception factors inherent in the Local Government system.
- 11) Through sound management practices, ensure the efforts and outcomes of the program area's activities reflect the Section's/Unit's overall objectives and priorities.
- 12) Contributing to the planning and policy development of the organisation by providing timely and accurate management reports and information.
- 13) Promoting the image of Council and the Project Delivery Unit as being a professional, committed and dedicated, customer focused organisation by providing a high level of communication, consultation and quality service delivery to the Unit's clients.

- 1) Approval of purchase order requisitions within position's financial delegation
- 2) Works priorities
- 3) Changes to project designs due to site specifics

Decisions referred:

- 1) Budget expenditure beyond allocated limits
- 2) Approval of contract work variations
- 3) Major contract disputes
- 4) Approval of purchase order requisitions above position's financial delegation
- 5) Major WH&S breaches

Key issues/challenges:

- 1) Rapid City growth
- 2) Implementing new approaches to Council business
- 3) Cultural change issues
- 4) To provide "best practice" asset management solutions
- 5) Managing capital works programmes to maximise benefit within constrained funding environment
- 6) Developing a team approach to the delivery of Council services
- 7) Community demand

Key working relationships:

- Coordinator Civil Projects
- Other Council Departments
- Contractors
- Community Members

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POSITION SPECIFICATION

This section needs to be addressed in any application for this position.

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

ESSENTIAL CRITERIA

Qualifications/Licences

- Tertiary qualifications in Civil Engineering or equivalent
- Eligibility for Membership of the Institution of Engineers, Australia
- Current Class C Drivers Licence

Experience

- Demonstrated experience over 10 years in planning, design, construction and maintenance of road and drainage infrastructure assets
- Developing, planning and implementation of projects and programme works within budget, time and quality standards
- Demonstrated Project Management skills and ability to manage multiple projects
- Communication and presentation of material and information to a broad range of stakeholders including community groups, elected representatives and senior management
- Investigation, analysis and selection of road treatment options
- Demonstrated experience in preparing budget and expenditure report
- Experience in developing Project specific REF, Risk Management Plan and Community Engagement plan.
- Sound oral and written communications skills in order to effectively liaise with staff, customers and external organisations and prepare complex reports

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Understanding the role of customer service in the Local Government
- Understanding of Government grant administration
- Procurement process and ability to prepare tender and technical specification
- Ability to implement operational and strategic plans
- Ability to undertake contract management and administration
- Knowledge of asset management, methodologies and systems
- Civil engineering standards and specifications including the understanding of relevant legislation and regulations e.g. Local Government Act and Roads Act, EPA
- Principles of total quality management and risk management, including application

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DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Post Graduate qualifications in Engineering or Management
- Possess Work Cover Construction WHS Induction White Card
- Knowledge of Local Government operations, processes and administrative procedures
- Knowledge of or experience in financial management, business planning
- Effective negotiation, mediation and conflict resolution skills
- Ability to identify, analyse, assess and interpret infrastructure needs, options, priorities, and associated costs
- Ability to exercise independence in managing a roads and drainages program area

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous