

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Project Manager	1070c
CLASSIFICATION	ANZSCO CODE
Band 7	133111
DEPARTMENT	DIVISION
Major Projects	Infrastructure and Environment
AGREEMENT	LOCATION
Ballarat City Council Enterprise Agreement No. 9 2023	Phoenix Building

Position Objectives

To be successful in this role you will:

- Proactively engaged with key stakeholders in completing the required due diligence to adequately inform the project business case / project charter at idea stage.
- Plan, document and deliver assigned projects in collaboration with stakeholders both internal and external to the organisation.
- Deliver assigned projects within the scope, time and budget specifications as outlined in project documentation.
- Effectively manage contracts and contractors.
- Collaborate and communicate with project stakeholders to ensure a well-balanced, considered outcome.
- Manage project resources, including human and financial, to ensure projects are completed on time, within budget and to a high quality.
- Report status, risks and financials on assigned projects
- Support the further development of the Enterprise Project Management Office.

Key Responsibility Areas

- For assigned projects, establish appropriate project management documentation, control and coordination
- Ensure assigned projects are delivered on time, budget and to specifications set out in project documentation.
- Review plans and manage construction to ensure compliance with relevant standards and legislative requirements.
- Interpret and explain plans and contract terms to project team.
- Prepare contracts and negotiate revision, changes and additions to contractual agreement with architects, consultants, clients, suppliers and sub-contractors.
- Work collaboratively with project stakeholders throughout the project lifecycle
- Develop, implement and monitor risk management plans.
- Apply for and secure approvals from statutory bodies.
- Coordinate and monitor all procurement activity for assigned projects.
- Develop consultant briefs, design briefs and packaging works to enable tenders / quotes to be sourced.
- Develop, review and finalise plans /specifications with relevant stakeholders.
- Prepare tender documentation.
- Evaluate quotes and tenders.
- Manage and supervise consultants, contractors and Council staff engaged for assigned projects.
- Undertake project scheduling and monitor project milestones, timelines and progress.
- Effectively manage the project budget with concise variation and cost control.
- Produce project reports, financial management reports and acquittals.
- Keep accurate and complete records of financials, project activities and decision making
- Support the further development and operations of the Enterprise Project Management Office.

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REPORTS TO:	DIRECT REPORTS:
Executive Manager Major Projects	N/a
ORGANISATIONAL RELATIONSHIPS	
Internal:	External:
Leadership Team All City of Ballarat Employees	State and Federal Government Departments Other municipalities Community groups and organisations Industry organisations Residents and general public

Accountability and Extent of Authority

- This position has the role of representing the interests of the City of Ballarat to the community, government and the business sector. This includes provision of professional advice to Council and development proponents on major development proposals.
- The freedom to act is limited by standards and procedures relevant to the tasks to be undertaken within this position. While some aspects of the work must be undertaken within specific processes, as set down in legislation and generally fall within specific guidelines, wide scope exists to exercise initiative in the positive application of established standards and procedures and to identify innovative new ways to achieve better outcomes.
- The Officer will be required to deliver projects and undertake tasks in accordance with budget allocations.
- Broad authority in accordance with the instructions and delegation from the Manager.

Judgement and Decision Making

- Significant autonomy in decision making within approved project documentation, agreed budgets, timeframes and adopted plans.
- Development of specifications / tender documentation and assessment of quotes and tenders requires keen attention to detail and sound judgement.
- Required to apply analytical reasoning to solve problems and recommend and implement solutions.
- High level strategic thinking and problem-solving skills are essential.

Specialist Skills and Knowledge

- Extensive knowledge and application of project management principles and procedures.
- Experience in the building construction field or similar role
- Demonstrated experience in the building industry with knowledge of reviewing and interpreting construction plans both during the design phase and construction period highly desirable.
- Demonstrated experience in delivering community infrastructure will be highly regarded.
- Relevant technical expertise within the construction industry, including interpreting plans, construction and delivery methodologies. .
- Ability to manage contractors and consultants including contract administration.
- Demonstrated experience in commercial and legal negotiation processes.
- Understanding of the long term organisational goals, values and aspirations and of the legal, socio-economic and political context in which it operates.
- Proficient computer skills to estimate, produce schedules, prepare reports etc. MSProject preferred.
- Understanding of local government processes and reporting.
- A sound knowledge of budgeting and relevant accounting and financial procedures is essential.
- Sound knowledge of financial, reputational and legal risk for Council in major projects involving multiple stakeholders.

Management Skills

- Ability to broker well balanced and considered outcomes
- Ability to effectively lead the planning and prioritisation of project activities to be achieved within a set timeframe.

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- Highly developed relationship management skills and experience in working on cross-organisation projects.
- Ability to achieve objectives and goals, taking account of organisational and external constraints and opportunities.
- Ability to achieve objectives outlined in Council's strategic documents and business plans within budget and time parameters.
- Manage consultants and contractors engaged for specific project-based work
- Provide coaching and support to other project managers within the business unit. i

Interpersonal Skills

- Ability to persuade, convince or negotiate with clients, contractors, members of the public, other employees, tribunals and persons in other organisations.
- Ability to work collaboratively, motivate and develop other employees.
- Ability to engage and work collaboratively with local communities and stakeholders.
- Exemplary level of response to internal and external stakeholders required.
- Ability to function as a member of a multi-disciplinary team and build relationships and partnerships.
- Excellent listening and verbal communications skills.
- Demonstrated ability to resolve conflicts.

Qualifications and Experience

- Tertiary qualification or demonstrated experience in relevant field (building construction management, engineering, project management, architecture etc).
- Building or Civil Construction experience highly regarded
- Significant demonstrated experience in the successful delivery of Community Infrastructure (\$5m budget and over).
- Project management within a local government setting will be well regarded.
- Ability to proactively engaged with key stakeholders and broker considered, well balanced outcomes.
- Ability to develop and apply project tools including project charters, project scheduling / planning, budgets, risk management, stakeholder engagement plans and related project documentation.

From a Health & Safety perspective the City of Ballarat requires all employees adhere to the following:

- Report hazards, incidents, injuries, and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

SELECTION CRITERIA

- Tertiary qualification or demonstrated experience in relevant field (construction management, engineering, project management, architecture etc) with well-developed project management skills.
- Demonstrated ability in delivering community infrastructure in excess of \$5m.
- Extensive contract and contractor management experience, preferably from the local government perspective.
- High standard of report writing and project documentation.
- Demonstrated budgeting, management and negotiation of variations and claims, cost control and financial reporting experience.
- Excellent interpersonal communication and stakeholder relationship management skills.
- Knowledge and understanding of health and safety issues relevant to the position.

POSITION DESCRIPTION

City of Ballarat Core Values

<p>We are honest and transparent</p>  <ul style="list-style-type: none"> • We tell the whole story. • We provide a context and rationale for our decisions. • We trust each other enough to be honest. 	<p>We are accountable</p>  <ul style="list-style-type: none"> • We do what we say we will do, when we say we will do it. • We learn from our mistakes and celebrate our successes. • We back up our teammates and also hold them to account with kindness and respect. 	<p>We value everyone</p>  <ul style="list-style-type: none"> • We show respect to everyone, even if we disagree. • We ensure everyone has access to opportunities. • We are approachable regardless of our position in the organisation. 	<p>We work with and for our community</p>  <ul style="list-style-type: none"> • We seek to understand our community's needs and take action to meet those needs. • We engage with our community and share what we are doing and why. • We manage our resources responsibly and sustainably. 	<p>We work together</p>  <ul style="list-style-type: none"> • We work towards common goals. • We support each other through the highs and lows. • We look for the best in each other.
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The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.

ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

Name:	Signature:	Date:
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