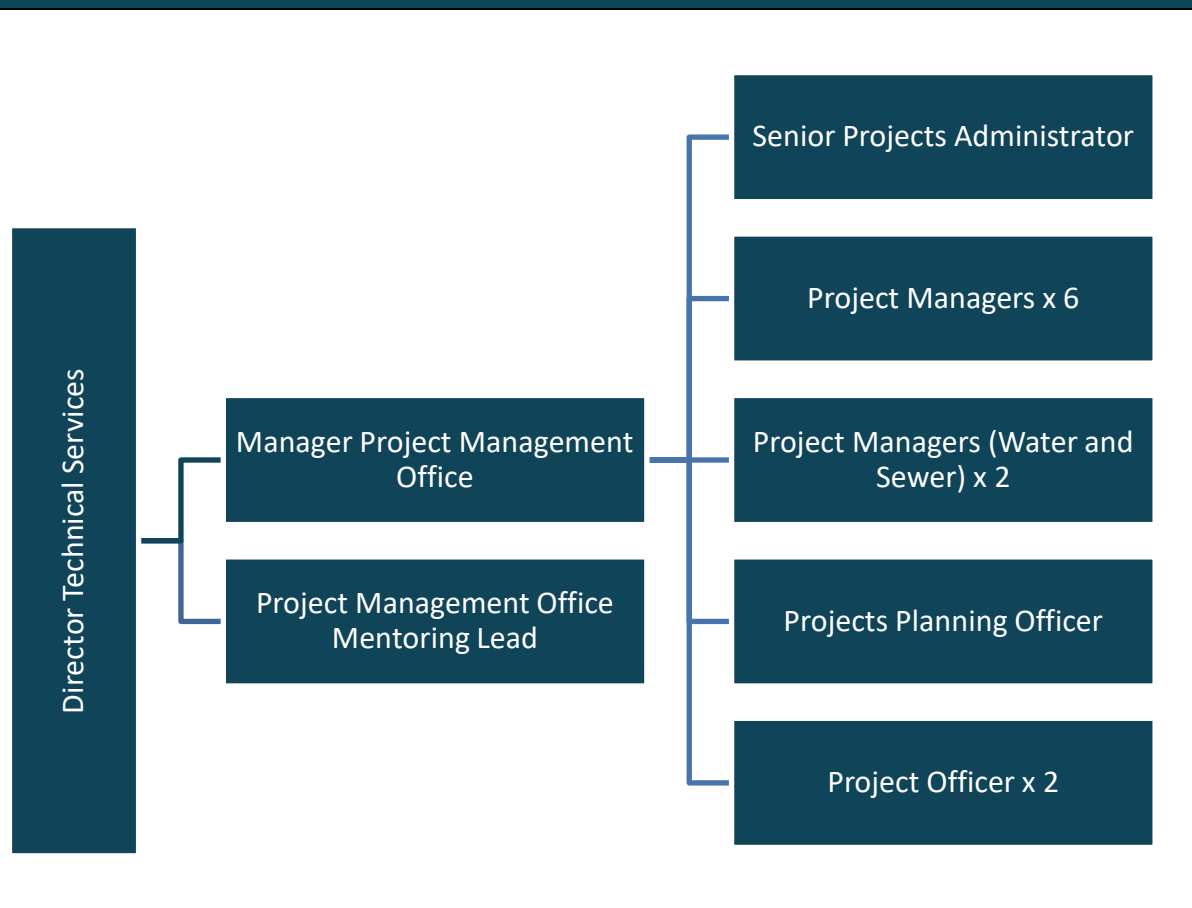


<b>Position Title:</b>	Project Manager (Water and Sewer)
<b>Position Number:</b>	5274, 5275
<b>Division:</b>	Technical Services
<b>Section:</b>	Project Management Office
<b>Grade:</b>	12
<b>Delegations:</b>	As allocated in the Delegations Register
<b>Position FTE Hours</b>	35

### Primary Purpose

Responsible for planning, overseeing and guiding teams to deliver Water and Sewer projects. The Project Manager (Water and Sewer) leads each stage of a project from initiation, through planning, delivery, and project closure.

### Sectional Structure



## Selection Criteria

### Qualifications/Licences

- Degree in Civil Engineering (essential to some projects) or a relevant Degree in a related field.
- Diploma in Project Management or tertiary qualifications in Project Management leading to registration as a Certified Practising Project Practitioner (CPPP) with the Australian Institute of Project Management (AIPM)
- Current Class C Drivers Licence
- General Construction Induction Card (White Card)

### Skills and Experience

- Extensive experience in end-to-end project delivery including in areas of specification development, procurement, tendering, contract administration, construction oversight and commissioning.
- Demonstrated knowledge of Water Services Association of Australia Codes (WSA), Australian Standards and regulations pertaining to the Water and Sewerage Industry.
- High level communication skills both verbal and written including the capacity to interact with all levels of staff and the public while maintaining effective customer service and relationship management
- Proven effective negotiation, conflict resolution, problem solving and influencing skills
- Demonstrated experience in project budget management and funding agreement reporting.
- Excellent organisational and planning skills, including the capacity to work to deadlines and set priorities
- Demonstrated understanding of management systems for Quality, Work Health and Safety and Environmental Compliance as related to public works engineering.
- Demonstrated understanding of financial management and budgets.
- Experience in preparing grant submissions, tenders and contracts
- Well-developed computer literacy skills in the use of a variety of computer software packages including Microsoft Project and Excel
- Demonstrated ability to work and contribute as part of a team
- Proven ability to work unsupervised
- Knowledge of relevant legislation and the ability to interpret legislation
- Demonstrated ability to model Council's key values and desired behaviour

### Key Accountabilities/Duties

#### **Project Management Office**

- Effectively provide project leadership support and liaise with Project Sponsors from the Water and Sewer Section.
- Advise, guide and support supervisors and employees with all matters relating to the Project Management Office.
- Provide support on effective management of Water and Sewer projects such as contracts, grants, budgets, tenders etc.
- Assist with the implementation and ongoing development of the Project Management Office.

#### **Project Delivery**

- Manage the end-to-end delivery of water and sewer infrastructure projects including specification development, procurement, tendering, contract administration, construction oversight and commissioning.
- Ensure projects are delivered in accordance with the specifications and relevant standards (primarily WSA codes) through site compliance inspections for quality, environmental and WHS requirements.
- Undertake site inspections of minor and major Water and Sewer projects. This may include undertaking general inspections regarding quality and compliance with the contract particularly in relation to project specifications, environmental controls and Workplace Health and Safety requirements.
- Ensure the delivery of Water and Sewer projects meet the expectations of project sponsor with respect to quality, time and budget.
- Ensure all project risks are managed, business improvements identified, and actions are undertaken for continuous business improvement.
- Ensure project stakeholders, including Water & Sewer Section representatives and Council, are informed & consulted throughout the project lifecycle.

## Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Personal Attributes	<b>Ownership - Leads "Leads it"</b> <i>Take responsibility and ownership of work and delivering to quality standards.</i> <ul style="list-style-type: none"> <li>Is prepared to make decisions involving tough choices and weighing of risks</li> <li>Addresses situations before they become crises and identifies measures to avoid recurrence</li> <li>Takes responsibility for outcomes, including mistakes and failures</li> <li>Coaches team members to take responsibility for addressing and resolving challenging situations</li> </ul>
Relationships	<b>Influence and Negotiate – Coaches "Shares it"</b> <i>Persuade and gain commitment from others, and resolve issues and conflicts.</i> <ul style="list-style-type: none"> <li>Builds a network of work contacts/ relationships inside and outside the organisation</li> <li>Approaches negotiations in the spirit of maintaining and strengthening relationships</li> <li>Negotiates from an informed and credible position</li> <li>Influences others with a fair and considered approach and sound arguments</li> <li>Encourages others to share and debate ideas</li> </ul>
Results	<b>Plan and Prioritise - Coaches "Shares it"</b> <i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i> <ul style="list-style-type: none"> <li>Consults on and delivers team/unit goals and plans, with clear performance measures</li> <li>Takes into account organisational objectives when setting and reviewing team priorities and projects</li> <li>Scopes and manages projects effectively, including budgets, resources and timelines</li> <li>Manages risks effectively, minimising the impacts of variances from project plans</li> <li>Monitors progress, makes adjustments, and evaluates outcomes to inform future planning</li> </ul>
Relationships	<b>Deliver Results - Coaches "Shares it"</b> <i>Achieve results through efficient use of resources and a commitment to quality outcomes.</i> <ul style="list-style-type: none"> <li>Takes responsibility for the quality and timeliness of the team's work products</li> <li>Ensures team understands goals and expectations</li> <li>Shares the broader context for projects and tasks with the team</li> <li>Identifies resource needs, including team, budget, information and tools</li> <li>Allocates responsibilities and resources appropriately</li> <li>Gives team members appropriate flexibility to decide how to get the job done</li> </ul>

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Group	Capability
Technical	<b>Finance, Procurement and Contracts - Leads " Masters it"</b> <i>Understand and apply procurement and financial processes to ensure effective purchasing and contract performance in line with legislation and policy.</i> <ul style="list-style-type: none"> <li>Ensures the design/delivery of services is within budget</li> <li>Explains the organisation's financial drivers to others in plain language</li> <li>Models the highest standards of financial probity, demonstrating respect for public monies and other resources</li> <li>Promotes the role of sound financial management and its impact on long term financial sustainability</li> <li>Seeks and applies specialist financial advice to inform decisions</li> <li>Ensures that organisational policy on procurement and contract management is implemented</li> <li>Implements effective governance arrangements to monitor provider, supplier and contractor performance</li> <li>Represents the organisation in resolving disputes with suppliers and contractors</li> </ul>
	<b>Health, Safety and Environment - Coaches "Shares it"</b> <i>Identifying and/or preventing health and safety risks to self and others. Planning and delivering work that considers the environment.</i> <ul style="list-style-type: none"> <li>Pulls others up if their actions are unsafe</li> <li>Makes time for face to face discussion about safety</li> <li>Visibly checks and takes action to maintain health of self and others</li> <li>Coaches and supports others on what constitutes safe workplace behaviour</li> </ul>

## Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

### Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

### General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

*I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description*

<b>Name of Employee</b>	
<b>Signed by Employee</b>	
<b>Date Signed</b>	