

PROJECT MANAGER – MAJOR PROJECTS

CLASSIFICATION: Band 8

OCCUPANT: Vacant

DATE: April 2025

POSITION CONTEXT & OBJECTIVE(S):

- To effectively and efficiently manage major capital projects from end to end.
- Delivering on key projects from Development Contribution Plans as part of Council's Growth Area Structure Plans.
- To effectively communicate with stakeholders to ensure positive project outcomes.

KEY RESPONSIBILITIES AND DUTIES:

1. The effective delivery of assigned major capital projects with a focus on Development Contribution Projects, including major road and drainage projects.
2. Provide management in relation to project delivery, including project formulation (scope planning, budgeting and programming), the development of consult and design briefs, management of subsequent engagements and as necessary issue resolution.
3. Prepare contract documentation including drawings, specifications and other items specific to individual projects.
4. Effectively supervise construction phases of projects to ensure projects are delivered on time, on budget and to specifications set out in contracts.
5. Ensure that effective project reporting mechanisms are implemented meeting the needs of the Branch Manager, corporate reporting requirements, Executive and key stakeholders.
6. Ensure effective communication and liaison processes with stakeholders including service managers, Councillors and end user groups are implemented.
7. Provide advice and assistance to Unit staff on complex and political issues relating to the portfolio.
8. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

KEY SELECTION CRITERIA:

Applicants should address the following in their applications:

1. Demonstrated experience in project management in either the construction management (civil or building) or recreation facility areas.
2. Demonstrated experience in the use of judgement to enable quality decision making within a project management context.
3. Demonstrated ability to build partnerships with a range of stakeholders (both external and internal) to achieve optimal outcomes.
4. Demonstrated interpersonal, communications and consultation skills.
5. A good knowledge of the construction industry and an understanding of local government.
6. Demonstrated ability to work both independently and as a member/leader of a team, often working to strict deadlines of infrastructure projects of a social and cultural nature.

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.

GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records):

☒ YES

The incumbent must have and maintain a Working with Children Check:

☒ NO

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ORGANISATIONAL RELATIONSHIPS:

Reports to:	Coordinator Development Engineering
Supervises:	Nil
Internal Contacts:	Staff at all levels of the Organisation; Service Managers and Asset Owners
External Contacts:	Contractors; consultants; industry bodies; government departments; community groups and residents.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- This position will be accountable for producing effective and high quality infrastructure and services for the community
- To provide a high level of service to internal and external customers.
- To make a positive contribution to the efficient and effective output of the area by completing the objectives and providing direct support and assistance to other staff as required, this is in accordance with customers' needs, within nominated timeframes.
- Identification and analysis of a range of policy options, including the development of recommendations.
- The position will be accountable in consultation with Senior Staff for mentoring relevant budgets.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

JUDGEMENT AND DECISION MAKING:

- This is a technically skilled position, which involves the completion of a designated works plan, involving an element of problem solving.
- This position requires an independent worker who is able to work unsupervised and able to take control and show initiative in new and unexpected situations
- Ability to identify, analyse and resolve problems accordingly. Guidance is not always available.
- The person will be expected to make professional judgements and decisions critical to the department.
- The work is subject to plans and objectives set by management.
- The employee will possess the judgement and decision-making skills necessary to achieve the section's objectives.

SPECIALIST KNOWLEDGE AND SKILLS:

- The person will be required to monitor and make decisions relating to the budget, in consultation with Senior Staff.
- Sound knowledge of project management principles, including construction management.
- Ability to support and work effectively with recreational and community groups.
- Understand the processors of developing specifications and monitoring projects.
- Ability to respond to unplanned issues.
- Proficiency in use of personal computer, including word processing, spreadsheet and database software.

MANAGEMENT SKILLS:

- An ability to efficiently manage time, constantly re-prioritising tasks to work on a number of tasks simultaneously and respond to immediate needs.
- An understanding and ability to implement policies and practices.
- Possession of well-developed organisational skills.
- Effective use of available resources.
- Ability to work methodically and diligently.

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INTERPERSONAL SKILLS:

- Demonstrated ability to liaise effectively with Councillors, Council staff, residents, media and community agencies.
- Ability to gain co-operation and support of others to achieve set objectives and in the administration of well-defined activities
- Oral communication skills of an order sufficient to communicate clearly with staff, customers, community groups and specialist contractors.
- Written communication skills of an order to effectively prepare inter-office memos, council and internal reports and external correspondence on matters relating to the position.
- Ability to respond positively to change.
- Ability to liaise with counterparts in other organisations to discuss and resolve problems.
- Ability to demonstrate Integrity, Responsibility, Innovation and Respect in all aspects of the position.

QUALIFICATIONS AND EXPERIENCE:

- A tertiary qualification or diploma in relevant discipline.
- Ten years' experience in Project Management and Contract Management
- Demonstrated experience in community liaison and project partner relationships.
- Current motor vehicle driver's licence is essential.

TERMS AND CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the Warrnambool City Council Enterprise Agreement.

AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name:	
Signature:	
Date:	