

## MANAGER PROJECT DELIVERY

<b>Award Classification</b>	Senior Executive Officer
<b>Directorate</b>	Community & Planning
<b>Reports to</b>	Director Community & Planning
<b>Supervises</b>	Projects & Contracts Coordinator, Project Officer, Project Support Officer, Project Engineer Contract Staff
<b>Approved By</b>	Director Community & Planning, May 2020

## OUR GUIDING PRINCIPLES

Strathbogieshire Council recognises that great organisations are built on shared and demonstrated values. All Council employees are expected to demonstrate commitment and act in accordance with the following guiding principles:

- **Progressive & Responsive** – We are leaders in local government innovation and are responsive to the community.
- **Fair & Consistent** – We are fair and consistent in our thinking, actions and decisions.
- **Open & Honest** – Leaders are open and accessible. Staff are confident to speak their mind. We value honesty.
- **Selfless & Inclusive** – We take a “Shire First” approach and value the participation and opinion of all

## POSITION OBJECTIVES

- Develop and embed sound project management practice throughout the organisation, creating a centre of excellence in project management, driving continuous improvement of the Strathbogieshire Project Approval Committee (PAC), and supervising and reporting on Strathbogieshire’s projects in flight.
- Manage the portfolio of Strathbogieshire’s Capital projects, prioritisation, planning and driving the capital program and, in some cases direct management of specific projects will be required.
- The role includes planning, business case development, goods and services procurement including tender management, contract development, issue management and resolution, risk analysis and management, project management plus financial and performance reporting.
- This role is responsible for the Project Management Governance Framework (PMGF) including user adoption, mentoring and upskilling users and continuous improvement. There will also be involvement in on-going planning for Capital Projects, business process development and systems management.

## KEY RESPONSIBILITIES AND DUTIES

- Provide overall leadership of the implementation of the portfolio of projects derived from the Capital plan and other projects based on business requirements as directed by the Director Community and Planning and approved by the PAC from time to time
- Administer the monthly PAC meetings and provide current status updates of all Strathbogieshire projects
- Schedule and conduct routine Post Implementation Reviews of completed projects to identify appropriate learning’s and benefits realisation
- Deliver Strathbogieshire’s capital project plan on time and on budget
- In liaison with Strathbogieshire’s project management stakeholders, regularly review the enterprise Project Management framework, policies and processes for endorsement by PAC

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- Develop and maintain a Project Prioritisation Framework and process
  - Ensure all projects contain a Community Engagement Plan and that it is appropriate to the project and its associated risks
  - Develop and maintain internal and external project reporting dashboards to provide transparency for councillors and community
  - Ensure all projects are managed in accordance with Strathbogieshire's project management methodology, customer engagement strategy, procurement procedures and guidelines, risk management frameworks and financial reporting requirements
  - Ensure appropriate resources are scoped for all projects with any concerns of short-comings addressed to the Director Community and Planning, Project Board, Executive Leadership Team or Elected Members
  - Ensure that all project resources are cost effectively deployed at all times
  - As required from time to time oversight the management of one or more project teams including ensuring appropriate management of vendor personnel assigned to projects
  - Be clearly seen across Strathbogieshire as a mentor and thought leader in the area of project management
  - Be a valued member of the team, comprising the Community and Planning and other senior staff, that are responsible for the development and continual refinement of the organisations strategic plan, policies and procedures and Disaster Recovery & Business Continuity Plans
  - Be seen to effectively liaise with all levels of Strathbogieshire's staff, external service providers, potential service providers and other bodies such as Departments of the Victorian and Federal Governments to resolve issues or assess and refine proposals for new initiatives
  - Gain, maintain and demonstrate a very strong understanding from end-to-end of the systems used throughout the organisation and the business operations of the organisation
  - In appropriate areas and levels of expertise, represent the organisation sensitively, maturely, competently and effectively at internal and external forums and meetings
  - Regularly and effectively impart knowledge and experiences to other members of the Project Delivery team
  - Maintain project documentation as required
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## OCCUPATIONAL HEALTH AND SAFETY

- The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of his/her duties to prevent injury to him/herself and others.
  - The position is responsible for complying with the Council's Occupational Health and Safety management program and relevant legislation by working in a safe and responsible manner taking into consideration other staff members. Responsibility includes correct use of equipment and the identification and reporting of workplace incidents and hazards.
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## RISK MANAGEMENT

- Ensure that activities, functions and responsibilities are carried out in accordance with statutory obligations and legal procedures, with minimal exposure to risk and litigation.
  - Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.
  - Promote the identification, evaluation and documentation of risks in the Risk Register and ensure that existing and new risks are effectively managed.
  - Monitor and assess the risks documented in the Risk Register.
  - Maintain sound risk management practices.
  - Create an environment where risk management is accepted as a responsibility of staff.
  - Ensure that effective risk communication occurs.
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- Ensure the development and promotion of risk identification procedures.
  - Maintain overall responsibility for the effective management of all types of risk.
  - Develop and foster working relationship with other agencies with which Council has a shared risk.
  - Ensure that employees are adequately trained in the identification, assessment and procedures available for minimisation of organisational risk.
  - Acknowledge the management of risk is an integral part of service planning and delivery and there needs to be appropriate resources and support provided to manage those risks.
  - Monitor and assess risks documented in Council's Risk Register.
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## ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Accountable to the Director Community & Planning for the quality, effectiveness, cost and timeliness of work plans, programs, projects, events, initiatives, including systems and technology being managed.
  - The Manager Project Delivery must operate within all relevant statutory requirements and within delegation and approved budgets.
  - The freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure the achievement of goals and objectives. Decisions and actions taken at this level may have a significant effect on the programs or projects being managed or on the public perception of wider organisation.
  - The impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients.
  - The work may be of an investigative nature, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of work can have a significant effect on the policies which are being developed.
  - Responsibility to perform duties and provide professional advice within the requirements of Council policies and procedures, relevant legislation, standards and specified work programs.
  - Effective management of timelines and budgets within authorised limits.
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## JUDGEMENT AND DECISION MAKING

- Exercise judgement when dealing with complex issues and an ability to utilise effective problem-solving skills
  - Apply specialist knowledge and techniques to new situations
  - To provide excellent customer service to all areas of Council, the community and other external stakeholders
  - Use initiative based on experience and or knowledge in determining suitable action and seeks guidance from outside the organisation if and when required
  - The nature of work is specialised with methods, procedures and processes generally developed from theory or precedent. The problem solving process comes from the application of these established techniques to new situations and the need to recognize when these established techniques are not appropriate.
  - Guidance is not always available within the organisation.
  - Ability to make decisions on the day to day operation of all areas of responsibility, provided that these are within delegated authority, legislative requirements and Council policy.
  - Undertake problem solving activities in order to achieve objectives of this position within resource constraints.
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### SPECIALIST KNOWLEDGE AND SKILLS

- Proficiency required in the application of theoretical or scientific approaches in the search of solutions to new problems and opportunities which may be outside the original field of specialisation by the employee.
- Understanding required of the long-term goals of the wider organisation and its values and aspirations and of the legal and socio – economic and political context in which it operates.
- Sound knowledge of budgeting and relevant accounting and financial procedures.
- Project management skills, particularly scheduling, prioritization and time management.
- Understanding of contract documentation, the purpose and meaning of specifications and conditions of contract and their practical application.
- Understanding of the Occupational Health and Safety Act 2004 and other relevant legislation as it applies to the requirements of the position.
- Ability to interpret and apply Council's policies and procedures.

### MANAGEMENT SKILLS

- Skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting time pressures.
- Management skills are required to achieve objectives and goals, taking account of organisational and external constraints and opportunities.
- Ability to manage the relationship with service providers, both within Councils structure and with Contractors and their representatives.
- A working understanding of the role of a contract supervisor in a day to day administration.
- Understanding of financial management, the organisations long term goals and the legal and political context in which the organisation operates, and the ability to monitor and manage budgets
- Ability to manage competing priorities, manage time effectively and meet deadlines to achieve objectives

### INTERPERSONAL SKILLS

- Ability to write reports and to prepare external correspondence.
- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities.
- Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems.
- Ability to motivate and develop employees.
- Excellent communication, presentation/delivery and customer relations skills
- Ability to relate professionally and enthusiastically to a diverse range of people, both external and internally
- Good communication, problem solving, negotiation and conflict resolution skills

### QUALIFICATIONS AND EXPERIENCE

- Minimum 5 years of Project Management experience preferably managing a Project Management Office.
- Tertiary qualifications in Civil Engineering or similar technical field and/or postgraduate qualifications in a related field.
- Project Manager Accreditation (Prince2 or similar)

### KEY SELECTION CRITERIA

#### **Essential**

- Experience managing an Enterprise Project Management Office
- Ability to provide a high level of expertise and mentoring in and knowledge of project management methodologies and management systems across an enterprise.
- Demonstrated previous experience in the delivery of medium to large scale projects such as roads, bridges, culverts and community based projects.
- The ability to influence, build and maintain sound internal and external relationships particularly in relation to community engagement.
- Strong time management, communication, cultural change management and problem solving skills with the ability to work in a time critical environment whilst coordinating conflicting priorities.
- Demonstrated experience developing business processes, frameworks, templates and reporting dashboards and embedding continuous improvement strategies.
- Proven experience in presenting written and oral presentations to senior stakeholders and communities and the ability to take complex technical information and ensure it can be understood by any audience.

#### **Desirable**

- Experience in a Local Government sector.

### SIGNATURES

**EMPLOYEE**

**DIRECTOR COMMUNITY & PLANNING**

**Name:**

**Name:**

**Signed:**

**Signed:**

**Date:**

**Date:**

