

STRATEGIC ALLIANCE BETWEEN GREATER SHEPPARTON CITY, MOIRA SHIRE AND STRATHBOGIE SHIRE
COUNCILS



Position Description

Project Manager – Alliance (Temporary 12 Months)

Current Incumbent: Vacant

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| Classification: | Annualised Salary Agreement (Base Rate - Band 7) |
| Host Council: | Strathbogrie Shire Council |
| Council Alliance: | Greater Shepparton, Moira & Strathbogrie |

Position Description

Position Objectives

- To manage the Goulburn Valley Regional Collaborative Alliance (GVRCA) consistent with the GVRCA Business Plan, and as directed by the GVRCA Board.
- To coordinate the development, implementation and evaluation of GVRCA Business Plan with the aim to achieve measurable efficiencies, gains and cost savings via adoption of one central best practice system across key operational areas of the GVRCA.
- To oversee and manage the Project Control Group (PCG) and Project Working Groups (PWG) activities.
- To provide technical support and expertise to the GVRCA Board, PCG and PWG as required.
- To promote the GVRCA and attract new members.

Key Selection Criteria

- Tertiary qualifications in business, management, or related discipline and/or relevant experience in Project Management.
- Experience in coordinating, planning and measuring projects.
- Sound analytical skills including ability to interpret and report research results into meaningful outcomes for implementation as improvement opportunities.
- Experience in project management including an ability to document risk assessments.
- Outstanding interpersonal skills including demonstrated knowledge of the stakeholders' consultation methods and ability to document and manage both external and internal stakeholder communication.
- Good understanding of financial and budget reporting, including an ability to prepare an Annual Report and interpret financial statements.
- Ability to work across a number of municipalities in an equitable way.
- Current driver licence.

Key Responsibility Areas

- Play a key role in developing and promoting GVRCA as a regional "shared services" initiative and solution for Local Government.
- Coordinate the development, implementation and monitoring of the GVRCA Business Plan and specific performance KPIs for the GVRCA including six months

progress performance reporting to the Project Control Group (PCG) and GVRCA Board.

- Manage and/or Coordinate the Councils' Goulburn Valley Regional Collaborative Alliance (GVRCA) projects and research in association with the GVRCA Board, PCG and PWGs.
- Maintain a strong network of strategic communication between participating Councils and relevant government departments, agencies and other local governments and regional organisations.
- Develop policies, systems and processes that encourage sustainable and continuous services improvement across the GVRCA.
- Promoting and facilitate business and service planning techniques, such as process modelling and mapping throughout the GVRCA liaising with the key stakeholders through application of quality assurance principles.
- Monitoring of processes to deliver quality assurance in the provision of participating Councils services to the community.
- Researching new projects for consideration of the PCG.
- Actively promote and seek new members to the GVRCA.
- Report to the Board on projects and activities.
- Oversee meeting schedules, agendas, minutes etc for the Board and groups in conjunction with administration support as deemed appropriate by the Board.
- Prepare an Annual Report of the GVRCA.

Accountabilities

This position is accountable to the GVRCA Board for carrying out of duties and responsibilities, as directed, and to ensure a high level of service efficiency with the understanding that when providing specialist advice to the Alliance and others, the freedom to act is subject to professional and regulatory review. Decisions and actions taken may have a significant effect on the programs being managed.

- Accountable for meeting established high level performance objectives (KPI's) as directed and ensuring that all work is carried out to a high standard and within the required timelines knowing that help and guidance is not always available.
- Required to have a high level knowledge of relevant statutory and Council procedures appropriate to the responsibilities of the position.
- Accountable for the ongoing management, development, implementation, review and reporting of GVRCA operations.
- Accountable for advising the Project Control Group (PCG) and GVRCA Board of any issues/matters that the incumbent is unable to resolve across the Alliance.

Position Description

Specialist Skills and Knowledge

- Highly developed verbal and written communication skills, including the ability to liaise with Executive, staff, stakeholders and government agencies on all levels.
- Sound project management skills
- A high level of investigative and analytical skills including an understanding of the basic principles of survey and research.
- High level proficiency with computers and office computer software including Microsoft Office (Word, Excel, Power Point) in addition to ability to apply analytical skills to improve performance of software solutions.
- Ability to demonstrate initiative, innovation, creativity and flexibility and able to adapt to an ever changing Local Government environment.
- Ability to implement continuous improvement within the GVRCA.
- Extensive knowledge of quality assurance, business planning and performance measurement.

The position requires an overall understanding of the key functions of the GVRCA and future possibilities.

Management Skills

- Coordinate GVRCA staff and manage operations for all participating Councils.
- Manage project teams as directed by the Board and/or PCG.
- Setting of priorities and preparing one's own work plans to achieve set objectives, within the resources available and within set time frames.
- Work with Alliance members to achieve positive results.
- Excellent time management skills, setting priorities, planning and organising work to achieve objectives in the most efficient, effective and timely manner.
- Produce comprehensive recommendations and solutions within timelines.
- Manage the promotion of the GVRCA.

The Project Manager must implement and adhere to relevant Council policies and procedures, in particular, in regard to OH&S, EEO and preventing harassment in the workplace, recruitment and selection, Code of Conduct etc. and assist as required in the development of new policies in addition to the quality procedures that are a key outcome of the role.

Judgement and Decision Making

- The position requires creative and innovative thinking. Problems encountered may be of a complex nature and solutions overall being related to new issues and previously encountered situations.

- Whilst this position requires a high level independent approach to judgement and decision making, guidance and advice is available from the Board or PCG and within the host Council.

Interpersonal Skills

- Ability to gain co-operation and assistance from all stakeholders through the ability to persuade and negotiate outcomes.
- Ability to liaise with all members of the GVRCA to resolve issues.
- Highly developed oral and written communication skills to enable preparation of correspondence and reports.
- Ability to deal discretely and tactfully with confidential and sensitive matters.
- Strong communication skills and confident in dealing with stakeholders and to possess a high level of negotiation skills to deal with conflict resolution.
- Ability to operate in a consultative manner demonstrating the attributes for teambuilding and cooperation across the whole Alliance.

Qualifications and Experience

- Tertiary qualifications in business, management, or related discipline and/or relevant experience in Project Management.
- Experience in coordinating, planning and measuring projects.
- Sound analytical skills including ability to interpret and report research results into meaningful outcomes for implementation as improvement opportunities.
- Experience in project management including an ability to document risk assessments.
- Outstanding interpersonal skills including demonstrated knowledge of the stakeholders' consultation methods and ability to document and manage both external and internal stakeholder communication.
- Good understanding of financial and budget reporting, including an ability to prepare an Annual Report and interpret financial statements.
- Ability to work across a number of municipalities in an equitable way.
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GVRCA Commitment

The GVRCA partners and staff are fully committed to the future success of this Alliance, and are determined to empower the people both within and outside their respective Councils as part of this collaboration.

Occupational Health and Safety

The incumbent will have OHS responsibilities as per policies and procedures of the host Council.

Recordkeeping Responsibilities

The incumbent will have Recordkeeping responsibilities as per policies and procedures of the host Council.

Customer Service

Customer Service delivery must be consistent with the GVRCA Business Plan and Board expectations.

Accountability and Extent of Authority

The incumbent will be inducted by the host Council and advised by the Board and PCG in accountability and extent of authority governing the position:

Organisational Relationship

Reports To: Director Sustainable Development/DCEO (Strathbogie Shire)

Manages: Operations of the GVRCA.

Internal Liaisons:

- Executive and staff members of the Alliance.

External Liaisons:

- Relevant Stakeholders
- Relevant. government agencies
- Industry associations, e.g. MAV
- Potential members

Acknowledged:

Employee: _____

Signature: _____

Date: _____

Counter Signed: _____

Employer Representative: _____

Signature: _____

Date: _____