



## POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

<b>POSITION TITLE:</b>	<b>PROJECT MANAGER</b>
<b>WORKPLACE AGREEMENT:</b>	CITY OF SALISBURY MUNICIPAL OFFICERS WORKPLACE AGREEMENT NO. 13; 2019 (as amended or replaced)
<b>CLASSIFICATION:</b>	<b>MOA LEVEL 6</b>
<b>DEPARTMENT / DIVISION:</b>	<b>CITY INFRASTRUCTURE DEPARTMENT / INFRASTRUCTURE DELIVERY DIVISION</b>
<b>POLICE CLEARANCE:</b>	NOT REQUIRED
<b>REPORTS TO:</b>	TEAM LEADER PROJECTS
<b>DIRECT REPORTS:</b>	NIL
<b>POSITION NUMBER:</b>	000002

<b>POSITION OBJECTIVES:</b>	<p>To successfully deliver multiple concurrent infrastructure capital works projects, requiring well developed project management skills and knowledge across multiple asset categories.</p> <p>The position will ensure projects are managed, coordinated and implemented in line with defined cost, time and quality targets and project briefs.</p>
<b>VALUES AND BEHAVIOURS:</b>	<p>These Values empower us to <b>ReACH</b> towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work.</p> <p><b>Respectful</b></p> <ul style="list-style-type: none"> <li>• Create a sense of belonging &amp; pride in the Salisbury community</li> <li>• Respect individual differences</li> <li>• Speak up if it is not respectful</li> <li>• Look after the wellbeing of ourselves and those around us</li> </ul> <p><b>Accountable</b></p> <ul style="list-style-type: none"> <li>• Take personal ownership and follow through</li> <li>• Deliver on what we say we will do</li> </ul>

	<ul style="list-style-type: none"> <li>• Believe that the Community comes first</li> <li>• Speak up when it is important</li> </ul> <p><b>Collaborative</b></p> <ul style="list-style-type: none"> <li>• Work together committed to a common purpose</li> <li>• Openly share information</li> <li>• Find ways to connect people for better outcomes</li> </ul> <p><b>Helpful</b></p> <ul style="list-style-type: none"> <li>• Listen and focus on what we can do</li> <li>• Imagine new futures and look for new opportunities</li> <li>• Make a positive difference.</li> </ul> <p><b>Behaviours</b></p> <ul style="list-style-type: none"> <li>• A team player with willingness to help other Project Managers across the City Infrastructure Department.</li> </ul>
<p><b>KEY RESPONSIBILITIES:</b></p>	<p>Responsibilities and duties of the role incumbent include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Successful project management, coordination and delivery of assigned infrastructure projects from concept to finalisation.</li> <li>• Provide financial management and reporting at project and asset/program level.</li> <li>• Ensure that projects adhere to project management methodology and organisational procedures.</li> <li>• Identify and document potential risks to projects and develop effective mitigation strategies to address risks.</li> <li>• Ensure that the provisions of all relevant legislation, regulations, agreements, standards and policies are applied and adhered to in projects.</li> <li>• Develop and maintain open and transparent working relationships between internal and external stakeholders, team members and customers.</li> <li>• Ensure that projects are delivered on time, within approved budget, to agreed quality and with a high level of stakeholder satisfaction.</li> <li>• Apply a proactive approach to ensure projects achieve deadlines and commitments.</li> </ul>
<p><b>WHS RESPONSIBILITIES:</b></p>	<ul style="list-style-type: none"> <li>• Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions.</li> <li>• Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation the above.</li> <li>• Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting.</li> <li>• Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews.</li> <li>• Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council’s Drug and Alcohol Policy.</li> <li>• Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).</li> </ul>

<b>GENERAL RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time.</li> <li>• To manage all Corporate Records in accordance with required procedures.</li> <li>• Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.</li> </ul>
<b>COMPETENCIES:</b>	<ul style="list-style-type: none"> <li>• To be determined and written into the individual training plan upon commencement – see People and Culture.</li> </ul>
<b>ESSENTIAL SELECTION CRITERIA:</b>	<ul style="list-style-type: none"> <li>• Tertiary qualifications in building, engineering, facilities management, asset management or equivalent industry experience.</li> <li>• Previous experience in project management construction and a sound understanding of design &amp; procurement.</li> <li>• Sound understanding of building &amp; civil construction with the ability to interpret drawings and specifications.</li> <li>• Well-developed knowledge of Project Management methodologies, including project scheduling, cost planning and budgeting processes.</li> <li>• Well-developed analytical, problem solving and investigative skills to facilitate complex decision making.</li> <li>• Experience in tenders and contracts for building and civil construction and other infrastructure projects, including: <ul style="list-style-type: none"> <li>- Procurement including the preparation of tenders and contract/specifications.</li> <li>- Conditions of tendering.</li> <li>- Evaluation and implementation of new contracts.</li> <li>- Administration of general conditions of contract (AS 4000, AS 4905 or similar).</li> </ul> </li> <li>• Knowledge of Work Health and Safety requirements as they relate to construction and facilities maintenance.</li> <li>• Well-developed interpersonal skills utilising clear concise and tactful communication with senior management, clients, peers and staff with varying degrees of technical expertise and experience.</li> <li>• Ability to use initiative in the development and implementation of techniques, work practices and procedures in all facets of the work area to achieve corporate goals.</li> <li>• Ability to solve complex problems requiring an analytical approach.</li> <li>• Proficient in the use of Microsoft Project Professional or similar project management applications / systems and Microsoft Office suite.</li> <li>• Current Drivers Licence.</li> </ul>
<b>DESIRABLE SELECTION CRITERIA:</b>	<ul style="list-style-type: none"> <li>• Understanding of community and environmental sensitivities and community consultation.</li> <li>• Experience in investigating and responding to resident/ Council enquiries.</li> <li>• A sound understanding of the Building Code of Australia (BCA)</li> <li>• Understanding of asset management principles.</li> <li>• Understanding of infrastructure maintenance principles.</li> </ul>

	<ul style="list-style-type: none"> <li>• Understanding of relevant legislation, standards, codes of practice and internal policies and procedures impacting on Council's infrastructure capital works program.</li> <li>• Construction Industry "White Card".</li> <li>• Understanding of Traffic Management Principles or hold a "WZTM" accreditation.</li> <li>• Project management of irrigation and landscape construction.</li> </ul>
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"> <li>• Some work after hours may be required occasionally.</li> <li>• As an Authorised officer, fulfil all requirements set out in the following Legislation: <ul style="list-style-type: none"> <li>- Local Government Act Road Traffic Act</li> </ul> </li> <li>• The incumbent may be required to assist in urgent repair work after normal working hours as required.</li> </ul>
<b>EXTENT OF AUTHORITY:</b>	<ul style="list-style-type: none"> <li>• Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.</li> </ul>

<b>POSITION INCUMBANT NAME:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>