

<b>Job title:</b> Project Manager - Major Projects	
<b>Classification:</b> Band 8	<b>Effective Date:</b> November 24
<b>Reports to:</b> Project Director	<b>Tenure:</b> Full Time - Ongoing

## About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer  
Experience and  
Service Delivery**



**Great  
Organisational  
Culture**



**Innovation  
and Continuous  
Improvement**



**Good Governance  
and Integrity**



**Long Term  
Financial  
Sustainability**

## We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

### Collaboration

We work flexibly together to achieve outcomes and solve problems.

### Respect

We actively listen, value diversity and care.

### Excellence

We adapt, respond, learn and grow.

### Accountability

We take responsibility and follow through on our promises.

### Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

## Goal Statement

Lead the development and delivery of a pipeline of capital works projects for Whitehorse City Council. This position will co-ordinate, organise and project manage the scoping, business case development, procurement, design, tendering and construction of Capital Projects to achieve sustainable, timely and quality outcomes.

This role will work collaboratively with internal and external stakeholders who will make a significant contribution to the core deliverables for a successful project.

## Key Responsibilities

To excel in delivering Major Projects you will:

- Work collaboratively with internal and external stakeholders to understand both customer and business needs and objectives.
- Support other service areas in the development of project feasibilities and business cases to ensure the project pre planning phases are appropriate to fully scope major projects ready for delivery via the WCC Capital works program.
- Manage the procurement process for consultants, contractors and construction projects in accordance with Council's policies and guidelines.
- Provide regular project reports and briefings to stakeholders and management.
- Identify and manage risk and issues in a collaborative and proactive manner.
- Work with the Project Director to develop a pipeline of major projects that are project ready to commence project delivery via the WCC Capital works program.

### *Position Specific Responsibilities*

- Take a lead role in the Major Projects team in the delivery of major projects. Liaise with internal clients and lead the preparation of consultation methodologies for the effective consultation with stakeholders.
- Prepare project specifications and briefs to select and appoint relevant consultants to be engaged in the design and documentation process as required, suitable to be able to transition to project construction phase.
- Undertake the development of concept and detailed design plans pertaining to the relevant building code and standards and incorporating environmentally sustainable design concepts and equal access standards.
- Prepare tender documentation and undertake tender process and contractor selection in accordance with Council's Procurement Policy.
- Administer and contract manage major project construction works.
- Reviewing the project in-depth, to schedule deliverables and estimate costs.

- Overseeing all onsite and offsite constructions to ensure construction contractors compliance with building and safety regulations.
- Confer with supervisory personnel, contractors and design professionals to discuss and resolve matters such as work procedures, complaint and construction problems.
- Inspect and review projects to monitor compliance with building and safety codes and other regulations.
- Interpret and explain plans and contract terms to other staff, teams, stakeholders and Councillors.
- Develop and monitor project budgets and prepare financial reports on project progress.
- Lead the delivery in the preparation of PWG, PDG & PCG agendas, and reports.
- Promote the development and acceptance of Environmentally Sustainable Design practices within the department and the organisation.
- Ensure records are accurate and up to date to build a complete audit trail for each capital project undertaken.
- Use the Council's project management framework and project management system.
- Facilitate site safety standards relating to industry best practice including monitoring and reporting OH&S performance conforming to Infrastructure Division requirements.
- Provide specialist technical and design guidance to team members/stakeholders as required.
- Provide specialist technical and design guidance and support to other internal departments with the development of concept plans, project scoping and cost estimates.
- Monitor and maintain adherence to internal procedures pertaining to project delivery.
- Contribute to the development and regular review of project design standards and project management procedures.

#### *Corporate Responsibilities*

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety.
- Apply sound financial management techniques to Team budget processes.
- Provide equitable and sound supervision and guidance of staff, (including ensuring appropriate training, development and motivation) to ensure that team's objectives are met and contribute to the wider organisational strategic plans.

- Appropriate care and use of assets and equipment.

## Authority

Budget: Nil.

- This role will develop project budgets and proactively monitor budgets and prepare tenders, estimates & quotations.

Staff responsibility: Nil.

- This role does not have specific people management accountability; however, will provide leadership and management of project teams and on the job supervision for project contractors and supervise external contractors.

Decision Making:

- The position will require problem solving and has the scope to exercise discretion in the application of the established standards and procedures. Developing options using research and analysis is required.
- This role will select appropriate methods & processes to solve problems using technical knowledge and experience. Typically, this may require identification and analysis of an unspecified range of options.
- This role will prioritise works & allocate to in-house staff; external contractors & consultants as appropriate.
- This role will exercise sound judgement, with minimal or no supervision, and manage own workload. Tasks will be completed within required timeframes and to the required standard despite conflicting pressures. Awareness of and compliance with Council policy and procedures and relevant industry standards is essential. Fully briefs the Project Director on significant issues of operational and strategic importance.
- This role will develop Policy and Project options for senior management consideration. It will have a wide freedom to act and may have a substantial impact on the organisation or the community.

## Key Relationships

- Reports to the Project Director and liaises with Department staff, Council staff, service providers, contractors, suppliers, community groups and customers.
- Liaises closely with management & staff at all levels up to and including Director and Chief Executive Officer level. Councillor liaison and briefings will be required.

## Skills and Attributes

Qualifications/Certificates/Licences and Experience

- A tertiary qualification in project management, architecture, building design or equivalent.
- Extensive experience in construction project management of major projects, including design progression through all design phases from concept design to fully

documented, considering the incorporation of environmentally sustainable design features in buildings.

- Experience in project management and delivery of all phases of project development from feasibility to construction delivery.

#### Technology

- Experience and proficiency in Microsoft Office packages, including Word, Excel, Records Manager, Pathways, project management systems and Council's various purchasing and administration software.

#### *Other Technical Skills and Experience*

- Demonstrated experience in contract procurement and management of major design and construction projects,
- Proven experience 5-10 years in successful management and delivery of significant capital construction projects (in excess of \$20m considered favourably)
- Proven experience in the preparation and procurement of major construction contracts over \$20m in Public Sector for either Government or Local Government (considered favourably)
- Proven experience in managing complex construction contracts including multiple elements and separable portions requiring coordination for successful project delivery.
- Experience in the development of achievable project plans.
- Demonstrated experience in contract management and project administration is essential.
- Excellent understanding of Occupational Health & Safety regulations and responsibilities.

#### *Interpersonal*

- Excellent written and verbal communication skills, ability to manage a variety of complex tasks concurrently, ability to gain cooperation and assistance from clients, members of the public and other employees.
- Proven ability to liaise with employees, stakeholders, senior management and councillors, consultants and contractors. Issue resolution and performance management skills and the ability to work as a member of a small team are essential.

#### *Leadership/Management:*

- The successful candidate will require skills in time management, setting priorities, planning and organising.

- The ability to manage and influence the outcomes of a variety of tasks with minimal supervision is essential.

#### Other Attributes

- Skills in managing time and organising and planning own work.
- Ability to plan & organise own work and set priorities.
- Ability to work successfully in a team environment as well as independently with minimal supervision.
- Short listed candidates may be required to attend a pre-employment medical examination.
- A current drivers licence that meets the requirements of Vic Roads is essential.
- May be required to attend out of hours meeting.
- A clear National Police Check
- The position is located at the Civic Centre offices in Nunawading.

### Key Selection Criteria

1. A tertiary qualification in project management, architecture, building design or equivalent.
2. Extensive experience in the development and delivery of major projects through all project life phases including, feasibility, concept and design development, construction project management, and the application of environmentally sensitive design (ESD) principles
3. Demonstrated experience in contract management with experience in the development of achievable project plans.
4. Proven ability to liaise with staff, stakeholders, senior management and councillors, consultants and contractors and ability to work autonomously to resolve project issues. Issue resolution and performance management skills and the ability to work as a member of a small team are essential.
5. The successful candidate will require skills in time management, setting priorities, planning and organising, with the ability to manage a variety of complex tasks concurrently.
6. Demonstrated experience in contract procurement and management of major design and construction projects.
7. Excellent communication and people skills and an attention to detail.
8. Proven experience 5-10 years in successful management and delivery of significant capital construction projects (in excess of \$20m considered favourably).

## Physical Requirements

**POSITION TITLE:** Project Administrator

**LOCATION/DEPARTMENT:** Whitehorse Civic Centre / Major Projects

### TASK DESCRIPTIONS

Task	Performed Often	Performed Sometimes	Never/Rarely Performed
Keyboard duties	✓		
Reading tasks	✓		
Writing tasks	✓		
Sitting (extended periods)	✓		
Walking/standing (briefly)	✓		
Walking/standing (extended)			✓
Driving car/utility/truck			✓
Lifting/carrying duties (light)			✓
Lifting/carrying duties (heavy)			✓
Pushing/pulling tasks (light)			✓
Pushing/pulling tasks (heavy)			✓
Chopping/digging tasks			✓
Bending/kneeling requirements			✓
Climbing stairs/ladders/scaffolds			✓
Handling grease/oils			✓
Exposure to dust/dirt			✓
Exposure to hazardous materials			✓
Exposure to noise			✓
Repetitive arm/wrist/hand movements	✓		