



WHITEHORSE CITY COUNCIL POSITION DESCRIPTION

PROJECT MANAGER, STRATEGIC ADVOCACY PROJECTS

Classification: Band 8	Effective Date: 1 March 2018
Reports to: Manager, Engineering and Environmental Services	Tenure: Temporary, full time

Goal Statement

The position is responsible for managing Council's interests in major projects being investigated and/or delivered by other levels of government, eg North East Link.

Key Responsibilities

Position Specific Responsibilities

Project Management

- Develop and maintain detailed project management documentation (eg project plans, schedules, budgets, communications plans, stakeholder plans etc).
- Negotiate governance policies, procedures and documents to outline the working relationship between Council and the State/ Federal Government, eg Memorandum of Understanding and funding agreements.
- Monitor, manage and coordinate the integration of Council's activities where they have a direct or indirect impact on the delivery of the major projects being overseen by this role.
- Manage Council income and expenditure relating to the projects in accordance with Council's procurement and budget policies, processes and procedures.
- Manage contract staff and consultants appointed to assist with the projects.
- Manage project risks to avoid or minimise detrimental impacts to Council and the Whitehorse community.

Strategic Planning

- Plan, develop, implement and evaluate documents, policies and plans to support Council's position regarding the projects.
- Interpret technical reports regarding a very wide range of subject matters.
- Coordinate and collate specialist and technical information from internal and external stakeholders
- Provide advice and recommendations to Council officers and Councillors regarding the impact of projects on Whitehorse.
- Provide advice to the State/ Federal Government about Council's position and recommendations regarding the projects. Ensure advice provided by this role is consistent with Council resolutions, strategic priorities and adopted strategies, policies and procedures.

Advocacy and stakeholder engagement

- Lead advocacy activities to State/ Federal politicians, State/ Federal Government departments and the Whitehorse community, to ensure Council's interests are adequately understood and considered during the planning, delivery and operation of the projects.
- Represent Council on committees and working groups to ensure Council's position on the projects are understood and considered.
- Gain cooperation from internal stakeholders to ensure multi-disciplinary matters are considered appropriately and consistently.
- Regularly liaise with other local governments, and private and public agencies/ groups impacted by the projects.
- Develop, manage and evaluate appropriate engagement activities to understand community views regarding the projects.
- Ensure internal and external stakeholders are kept updated appropriately.

- Prepare and present reports to Council and other stakeholders regarding the projects.

Corporate Responsibilities

- Ensure adherence to all Corporate Policies, Procedures and the Organisational Goals and Values Principles in the current Whitehorse City Council Collective Agreement by all staff under supervision.
- Ensure the organisation is aware of and compliant with relevant statutes and legislation.
- Identify and develop changes to policy and procedure in areas of responsibility.
- Ensure that risk management principles are adopted in all decision-making processes.
- Undertake identification, reporting and resolution of risk management activities (including that staff are appropriately trained) and ensure that all relevant operating procedures provide for a safe working environment.
- Apply sound financial management techniques to budget processes.
- Provide equitable and sound supervision of staff, (including ensuring appropriate training, development and motivation) to ensure that team KRA's are met and contribute to the strategic objectives of the team.
- Ensure appropriate care and use of assets and equipment.

Authority

Budget: The position is responsible for the managing income and expenditure relating to the projects, ensuring that any reimbursement due to Council is maximised and received in a timely manner.

Staff Responsibility: The position will be responsible for the management of staff, consultants and contractors appointed to assist with the successful delivery of projects.

Decision Making:

- Methods, procedures and processes for problem solving are less defined and the work will typically require the identification and analysis of an unspecified range of options before a choice can be made.
- This role is expected to contribute to the development and adaptation of policy and process as it relates to the projects being delivered through the management of this role.
- The position must assess, evaluate and find solutions to complex and multidisciplinary issues that often have legal, political, social, environmental and financial implications.
- The position must ensure confidentiality is maintained for all sensitive information.

Key Relationships

The position will negotiate, liaise with and maintain professional relationships with Council officers up to and including the CEO, Councillors, State and Federal Government officers, officers from other local governments, private and public agencies, community groups and members of the public.

Selection Criteria (Essential)

Qualifications/Certificates/Licences and Experience

- Qualifications in Project Management or other relevant field.
- Extensive experience and skills in successful project management, preferably with managing complex, multidisciplinary projects.
- Detailed knowledge of relevant local, state and federal strategies, policies and priorities.
- Strong analytical skills to interpret research, data and complex information.
- A valid Victorian driver's licence is required.
- Satisfactory National Criminal History Check is required.

Technology

- Excellent computer skills are required on packages such as Word, Excel, PowerPoint, internet, GIS systems and email (Outlook).

Interpersonal

- Highly developed strategy, policy and report writing skills.
- Highly developed verbal and written presentation skills, which enable presentations to be tailored to individual audiences in an engaging way.
- Ability to build rapport, work collaboratively and influence, convince or persuade internal, external and community stakeholders to achieve specific objectives.
- Demonstrated ability to influence external stakeholders through advocacy activities to ensure Council's interests are considered during the planning, delivery and operation of projects.
- Well developed skills and experience in developing, implementing and evaluating community engagement activities.

Leadership/management:

- Demonstrated ability to liaise, communicate and influence a diverse range of internal and external stakeholders.
- High level skills relating to appointment and management of consultants to ensure compliance with Council requirements.
- Very strong time management skills in order to balance competing priorities to ensure tasks are completed on time to a high standard.
- Highly developed budget management skills.
- Successful and demonstrated experience in managing staff.

Notes and comments:

- Please refer to the Physical and Functional Requirements for information about this position.
- Short listed candidates may be required to attend a pre-employment medical examination.
- The position is required to attend out of hours meeting.
- The position may be required to work from different locations within the municipality.

Key Selection Criteria:

- Extensive experience and skills in project management, preferably with managing complex, multidisciplinary projects.
- Demonstrated ability to influence external stakeholders through advocacy activities to ensure Council's interests are considered during the planning, delivery and operation of projects
- Strong analytical skills to interpret research, data and complex information.
- Well developed skills and experience in developing, implementing and evaluating community engagement activities.
- High level skills relating to appointing and managing consultants to ensure compliance with Council requirements.

EMPLOYEE NAME:			
Employee Signature:		Date:	