

POSITION DESCRIPTION

Senior Project Manager – Building Construction & Essential Services (POS2567)

Directorate:	Operations	Department:	Project Delivery
Position Grade:	16	Reports to:	Coordinator Bldg Const & Ess Servces
Last review:	November 2023	Next review:	November 2025
		Version No.:	2.1

Position purpose:

Effective and efficient development and delivery of a range of building projects including renewal, refurbishment, new and unplanned works.

Provide leadership and guidance to the Building Construction Unit's project managers, including developing Learning and Development Plan to include professional development and mentoring/ coaching, to ensuring that fundamental project management experience is brought at a professional standard of competency.

Assist the Team Leader in the development of cost-effective asset management strategy and planning of Council's building assets and related infrastructures.

Key accountabilities/responsibilities:

Responsible for:

- 1) Assist in the achievement of "best value" investment in buildings, parks and recreation assets and infrastructure by contributing to:
 - Development and implementation of high standards for design, construction and maintenance
 - The development, implementation and maintenance of effective budget and asset management programmes and systems.
- 2) Achieve project and program delivery goals (encompassing quantity, quality, time, safety, environmental and cost) by actively coordinating and overseeing the planning, design, procurement, construction and handover processes across the organisation.
- 3) Provide high quality buildings and recreation assets and infrastructure by monitoring the execution and completion of works to achieve required specifications, quality, safety and environmental standards, time and budget constraints, legislative requirements, grant conditions and customer expectations.
- 4) Complete delivery of major building and infrastructure projects by:
 - Effective project management of projects from concept to handover
 - Effective grants administrations, where projects are funded by external grant, to deliver grant funded projects/ programs within grant guidelines, timeframes and agency expectations.
- 5) A Contribute to the development of "best practice" asset and infrastructure solutions by giving consideration to political sensitivities, life cycle costs, safety, amenity, environment, access & user behaviour, community expectations and other risk management issues.
- 6) Assist in a team approach to risk management by providing peer review, assessment and mitigation measures; of project risks of other project managers and project co-ordinators within the Unit.
- 7) Contribute to the successful development, acceptance and implementation of projects and programs by ensuring effective liaison, consultation and communication and developing and maintaining effective working relationships with all stakeholders, both internal and external to the organisation.
- 8) Undertaking pre-tender/quotation WHS project Hazard identifications and Risk Assessments of relative work activities associated with allocated projects as necessary for the position.

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- 9) Programming, prioritising and executing the delivery of works and services, be fully aware of, and sensitive to, the various social, environmental, political, and public perception factors inherent in the Local Government system.
- 10) Promote the image of Council and the Infrastructure and Environment Division as being a professional, committed and dedicated, customer focused organisation by providing a high level of communication, consultation and quality service delivery to the Unit's clients.
- 11) Through sound management practices, ensure the efforts and outcomes of activities reflect the Unit's overall objectives and priorities.

Decisions made in the position:

- 1) Financial functions as delegated by the CEO
- 2) General authority to deal with and sign correspondence in relation to the position
- 3) Issue instructions or orders

Decisions referred:

- 1) Expenditure over delegated limit

Key issues/challenges:

- 1) Rapid City growth.
- 2) Implementing new approaches to Council business.
- 3) To provide "Best Practice" asset management solutions
- 4) Managing capital works programmes to maximise benefit within constrained funding environment.
- 5) Developing a team approach to the delivery of Council services.

Key working relationships:

- Group Manager
- Team Leader / Coordinator
- Manager
- Internal & external stakeholders

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POSITION SPECIFICATION

ESSENTIAL CRITERIA

Qualifications/Licences

- Tertiary qualifications in Architecture, Building Construction, Project Management, or other relevant disciplines.
- Work Cover issued Construction Industry Induction Card.
- Class C Driver's License.

Experience

- Demonstrated extensive experience in the building construction industry for a minimum of ten years;
- Proven skills and experience of initiating, planning, design management, development approval and budget in a diverse range of building construction and infrastructure projects;
- Demonstrated experience and technical knowledge in preparing briefs, specifications, tenders and contract administration;
- Proven skills and experience of building construction in monitoring, controlling, program, budget, scope, environment, safety and quality parameters;
- Proven skills to coordinate of multi-discipline consultants, trades and contractors on various projects.
- Extensive experience in effectively developing and managing relationships with cross divisional teams, stakeholders, agencies, contractors, consultants and the public;
- Sound understanding of heritage significant approval process, BCA, DDA, standards, codes and practices relating to building construction works.

Knowledge and Skills

- Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity.
- Relevant legislation and regulations including the Building Code of Australia and the National Construction Codes.
- Local Government operations, procurement procedure and construction administration.
- Delivery of leisure centres.

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Government grant administration.
- Asset Management Plans.
- Financial Management.
- Negotiation, mediation, and conflict resolution skills.
- Business planning.
- Remediation works.
- Environmental sustainability.

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous