

<b>Positon Number:</b>	<b>NEW</b>
<b>Banding/Remuneration:</b>	<b>Level 8</b>
<b>Division/Branch:</b>	<b>City Development</b>
<b>Reports To (Position Title):</b>	<b>Manager Property &amp; City Design</b>
<b>Date Approved/Reviewed:</b>	<b>October 2021</b>

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**POSITION OBJECTIVES:**

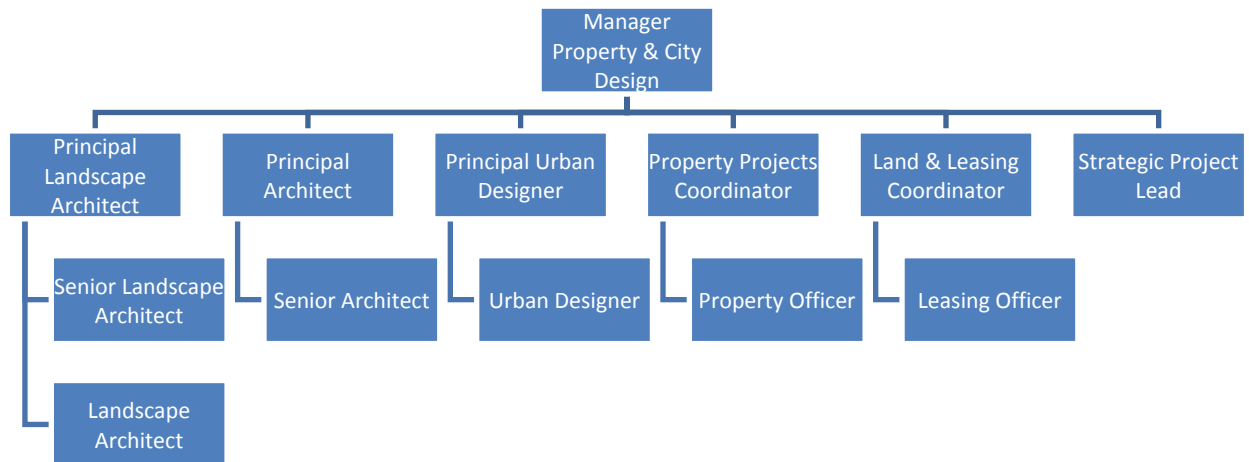
To lead and manage the front-end planning stage of project management on more significant Council projects this will include project initiation, development and planning stage and to collaborate with other project managers.

The position will work collaboratively across Council and have regard to budget, project outcomes, strategic design direction and coordinate the provision of project management expertise, urban design and property skills to the organisation.

The position is primarily focussed on facilitating, complementing, assisting and identifying improvements to ensure the delivery of capital works projects across the Municipality.

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**TEAM STRUCTURE:**



### KEY RESPONSIBILITIES AREA:

- Day to day leadership and oversight of multi-disciplinary projects in the design process; from concept to detailed design and development of Council facilities, ranging from buildings to public realm and open spaces in a creative, innovative and cost-effective design within an agreed scope and budget.
- Develop clear, well-articulated and agreed briefs to deliver new buildings and building upgrades, pavilions, open spaces and public realm improvements which meet Council's needs.
- Lead and prepare feasibility studies, concept and schematic designs and be involved in final design and project documentation, contract documentation and planning for capital works programs.
- Provide support to the Director City Development & Manager Property & City Design and be a key contact for the Council and the community regarding all project related matters.
- Support the Executive Leadership Team in overseeing the annual capital works program and in development of a long-term capital works program.
- To mitigate risk and identify and report fraud, the role will undertake risk assessments and control necessary risk to meet objectives and deliver outcomes
- Provide ethical leadership and impart high standards of behaviour

### ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- The position is expected to act independently under the broad direction of the Manager Property & City Design and is accountable for the development and delivery of Council's key strategic projects and objectives as expressed in the Council Plan and capital works budget.

- The position is relied upon for advice and guidance and potentially makes decisions that potential have substantial effect on the organization and community.
- Authority to make decisions and recommendations regarding the activities of the project including budget preparation and control, development and delivery of agreed work plan, delivery of projects and programs on time and within budget.
- Lead and prepare feasibility studies, concept and schematic designs and be involved in final design and project documentation, contract documentation and planning for capital works programs. This role will be responsible for/oversee the sign off on the design of all Council facilities ranging from pavilion upgrades, car parks and Council occupied buildings which will have a significant effect on the organisation and the community.
- Accountable for providing clear and professional project advice and ensuring accurate and timely reporting including both corporate and financial reporting, reporting on KPIs and annual plan.
- Foster effective partnerships across Council and with key stakeholders and Government agencies to progress the delivery of the outcomes of the Unit and Council.
- Participate in the development and delivery of the annual capital works budget and 10-year strategic plan.
- Providing professional and strategic advice to the Manager Property & City Design, Executive and Councillors on a range of project management issues.

#### **JUDGEMENT AND DECISION MAKING:**

- A high degree of independence is required, to work and make decisions within the policies, frameworks and delegations of the organisation.
- Ability to think holistically and consider options and implications of various decision points.
- Skill to comprehend and assess the implications of complex and sensitive proposals in pressure situations, determine the issue and manage process to resolve appropriately.
- Ability to generate creative and innovative approaches in problem solving and generating outcomes to meet Council strategic directions.
- Ability to develop and use principles for decision making for the benefit of consistency.

#### **SPECIALIST KNOWLEDGE AND SKILLS:**

- Expertise in urban design and project management/delivery including regulatory frameworks and working knowledge of construction methods with a good understanding of Local Government policies and procedures that impact upon contemporary urban design, architecture and project management.

- Considerable experience in project management, leading diverse, multi-disciplinary groups and delivering collaborative innovative and quality outcomes with demonstrated skills in dealing with management and Councillors, delivering advice in public forums and developing good working relationships across Council with a proven understanding of service delivery principles and effective means of delivery
- Work collaboratively with and support the Capital Works Project Delivery Office in the preparation of existing conditions plans, site analysis plans, concept designs, final design and project documentation, contract documentation and planning for capital works program and assist with the preparation of contract documentation including specifications and tender drawings and documents
- The provision of astute and timely advice to senior management and Council and the community on projects in a timely and professional manner inclusive of effective and analytical representation at public forums, neighbourhood forums and Council meetings
- Well-developed customer service ethic and strong commitment to improving service delivery along with excellent project management skills and contract management experience and an understanding of ecologically sustainable development principles and ESD rating systems / tools such as Green Star.
- Understanding and participating in the organisational long-term goals, values and political context.
- Sound knowledge of budgets and financial procedures are required.
- Analytical skills and ability to undertake management reporting, analyse trends and take corrective action
- Conceptual and Analytical Ability: Deals with concepts and complexity comfortably; uses analytical skills to reason through problems; has creative ideas and can project these strategically in order to plan for high quality land use, development and design outcomes.

#### **MANAGEMENT SKILLS:**

- Leadership experience; delivering collaborative, innovative and quality outcomes
- Manage time, priorities, plan/organise own work and of others.
- Deliver on objectives and specific goals despite conflicting pressures.
- Excellent organisational skills with a record of being a self-starter with the ability to manage own and others time and prioritise workloads.
- Knowledge of good practice in personnel policy and procedures (including Occupational Health and Safety)
- Excellent communication skills, written and verbal.

#### **INTERPERSONAL SKILLS:**



- Proven ability to effectively work with Senior Managers, Executive, Councillors and key stakeholders in a partnership style, to progress the objectives of the Council and the community
- Advanced negotiation, conflict resolution and problem-solving skills and confidence in decision making and interpretation
- Ability to act with honesty, integrity, respect, openness and trust at all times
- Highly developed verbal and written communication skills, demonstrated by an ability to communicate complex ideas and issues as well as confident and proficient presentation skills.
- Well-developed interpersonal skills within the organisation at all levels and externally with consultants, contractors other agencies and the general public
- Adaptable and open to new ideas, copes with uncertainty, accepts changed priorities and recognises the merits of different options and acts accordingly.
- Ability to effectively resolve problems, negotiate and work constructively with different people and teams across Council
- Leads others in the pursuit of team goals, by collaboration and shares information. Ability to persuade and convince others within a team and with staff from other areas of the organisation.

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#### **QUALIFICATIONS AND EXPERIENCE:**

- A tertiary qualification (Degree or Diploma) in Infrastructure, Architecture, project Management or a related field with substantial experience of delivering projects and contract management within a Local, State or Federal Government environment is highly desirable.
- Proven track record and experience in delivering best practice quality outcomes in project management in a Local Government Environment
- Competent computer skills including key design packages, AutoCAD and MS Project.
- Demonstrated ability to deliver multi-disciplinary projects in the design process; from concept to detailed design and development of Council facilities.

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#### **KEY SELECTION CRITERIA:**

- Qualifications and Experience as outlined above
- Highly developed project management and contract management skills with a record of successful project delivery
- Demonstrated effective leadership skills and ability to develop, engage and motivate staff
- Ability to actively demonstrate and promote service excellence through personal leadership.
- Highly developed, analytical skills, skills in communication of complex ideas, community consultation and facilitation of stakeholders to quality outcomes.

- Creative thinker with a proven ability to develop innovative solutions to complex problems and deliver balanced outcomes
- Excellent organisational skills with a record of being a self-starter with the ability to manage own and others time and prioritise workloads.
- Highly developed oral and written communication skills including confident and proficient presentation skills.
- Competent computer skills including key design packages, AutoCAD and MS Project
- Current Victorian Drivers Licence

## ORGANISATIONAL CONTEXT:

The City of Monash has a growing, passionate and cosmopolitan population estimated around 200,000 residents (2019). We are one of Victoria's leading Councils, serving a large well-established community. Monash is a proud multicultural community with almost half of our community born overseas and coming from more than 106 countries. 50% speak languages other than English at home including Mandarin (15%), Cantonese (5%), Greek (6%), Sinhalese (3%) and Italian (2%).

Monash has a very highly skilled and well educated population compared with Greater Melbourne, with 35% of residents (over 15 years) having a degree or higher education. 60% of our working residents work fulltime, 38% part time and 19% of Monash residents do volunteer work. Monash residents also enjoy a high level of home ownership.

These key directions are driven by a commitment to progressive governance and strong leadership (Council Plan 2017-2021), across five Divisions:

- Executive
- City Development
- Corporate Services
- Community Services
- Infrastructure

**Our Vision:** *"An inviting city diverse and alive with activity, designed for a bright future."*

**Our Mission:** *"Make a difference through commitment, leadership and expertise."*

**Our Values:**

### Accountability

We are responsible for our actions and behaviours every day.

### Respect

We value diversity and appreciate others.

### Teamwork

We work collaboratively to achieve shared goals.

*Monash Council values a **flexible working** arrangement and embraces workplace **diversity, inclusion, and equity** including children and young people. We are committed to being a child safe organisation and have zero tolerance to child abuse.*