

POSITION DESCRIPTION



CITY OF
MONASH

TITLE: Strategic Project Manager

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| Position Number: | P044011 |
| Banding/Remuneration: | Band 8 |
| Division/Branch: | Infrastructure & Environment/Capital Works |
| Reports To: | Manager Capital Works |

POSITION OBJECTIVES:

Reporting to the Manager Capital Works, the primary purpose of the Strategic Project Manager role is to lead, persuade & influence a broad range of stakeholders/clients to scope and program a range of high value, complex, municipal infrastructure Capital Projects and in particular focussing on the early to middle stages of delivery.

The position is accountable for the early planning & program development of capital works projects and will include delivery of major projects in conjunction with the two delivery units within the Department; Capital Works Buildings & Civil Infrastructure Projects teams.

The role will require leadership across multiple disciplines, including Specialist consultants, internal resources and other providers to scope complex projects in alignment with strategic requirements, budgets and timeframes. The position will require extensive project and technical knowledge and experience.

The Strategic Project Manager would confidently represent the City of Monash negotiating with contractors & consultants as well as resolving complex issues through a process of consultation with key stakeholders.

TEAM STRUCTURE:



KEY RESPONSIBILITY AREAS:

General Management and Financial

- Manage internal & external stakeholders
- Management of consultants/ in-house staff in the preparation of project business cases and plans, as well as specifications.
- Prepare costs estimates for a broad range of projects and establish project timelines and appropriate consultation timing with stakeholders.
- Monitor, analyse and report on overall budget expenditure
- Provide advice and assist the Manager in the annual & forward planning budget process.
- Oversee and act to meet the financial performance and reporting of the portfolio of projects managed by the position
- Provide accurate, timely reporting for all projects/activities managed by this role.
- Work with the Capital Works Team/across the organisation for the development and continuous improvement of OH&S, contracts, PMF, procedures and processes
- Actively engage in the management of contracts and manage contractor performance issues.

Project & Construction Management:

- Work with internal service owners to conduct options analysis and lead the scoping of optimal capital works projects to meet service needs
- Ensure projects are well planned to ensure efficient delivery following recognised project management practices to meet quality, timelines and budgets.
- Contract Management – (interpret variations, monitor progress, works performance).
- Assess construction sites and works assigned to the role for compliance to current OH&S, legislative and industry practice requirements, act upon and report on non-compliance. Escalate non-compliance and or complex matters to the Safety & Wellbeing team within People and Safety.
- Participate and represent Capital Works Department in working parties/committees as related to planning, delivering and managing Capital Works and other projects.
- Ensure client/customer requirements and priorities are clearly understood and embedded in the project and managed applying structured Risk & Quality management principles.
- Monitor & report on project progress & performance to Project Control Group (PCG), Executive Leadership Team (ELT), Council or other key stakeholders as required.
- Provide clear insights and reports on proposed construction projects.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- The position is accountable for the early planning & program development of capital works projects and will include delivery of major projects in conjunction with the two delivery units within the Department; Capital Works Buildings & Civil Infrastructure Projects teams.

- The position is responsible for planning the current and long term Capital Works program for the Department to meet the organisational plans and requirements.
- Accountable for managing and monitoring high value contracts, projects within policy and budget to achieve strategic goals
- Responsible for managing the engagement & performance of in-house / external design teams, builders, contractors and employees including Professional Services Consultants and sub consultancies
- Responsible for the day to day activities, project management performance of team members responsible for the overall delivery of the assigned projects.
- Progress on allocated projects and activities are managed by this role and exceptions with recommendations reported and discussed with the Manager as necessary for direction.
- Projects and programs are developed and delivered in accordance with Council policy, standards and business plan requirements.
- The position holder can direct the rectification of defective works and authorise variations to the works to the expenditure level set by the Manual of Delegation and/or within the approved Project Budget.
- Take reasonable care for your own health and safety and of others in the workplace by working in accordance with legislative requirements and the City of Monash's occupational health and safety (OHS) policies and procedures.

JUDGEMENT AND DECISION MAKING:

- Well-developed problem solving skills and ability to co-ordinate & lead staff and project manage a range of high profile projects, resources and contractors
- Demonstrated skills applying council decisions/policies to determine expenditure, project management and contract management decisions to deliver projects based on "Best Value" principals independently to meet organisational goals
- A high level of representation and consultation as a project management expert is required to ensure a positive public image of the organisation
- Proven substantial project management, financial, contract & construction management skills to analyse complex or difficult situations or issues & to determine suitable solutions aligned to the required outcomes of projects as guidance is generally not available
- Use established frameworks, systems, policies and procedures to inform decision-making

SPECIALIST KNOWLEDGE AND SKILLS:

- Project Management experience: develops project plans that clearly capture and define project objectives, forward planning, programming, and inspection of major construction works, and developing, planning & managing Capital Works programs
- Proven ability to resolve problems and identify appropriate solutions from previous experience and include in the implementation of the project or program. Such decisions are to be made in the context of current Council policies and standards.
- Demonstrated extensive experience leading and managing a team of professionals to deliver, prioritise and co-ordinate day-to-day activities and projects;

- Technical and working knowledge across Planning, Building Codes, Engineering, Environmental, Cultural Heritage, OH&S Legislation, Regulations, Australian Standards, Sustainability relating to municipal infrastructure works.
- Significant working knowledge managing, negotiating and delivering contracts such as AS2124, AS4300, Minor Works agreements, Professional Services Design, Professional Services Non-Design and Minor Services Agreements
- Experience working and applying established Project Management Framework principles to a variety of type & complexity of projects
- Proficient communication skills to negotiate agreements and deal effectively with difficult situations. Ability to persuade, convince and negotiate with contractors and deal positively and courteously with the local community, other professionals and management.
- Professional writing skills with the ability to write detailed Project Control Group Reports and other such reports to communicate effectively to the project control group, Executive Leadership Team and Council as required.

MANAGEMENT SKILLS:

- Proven ability managing & delivering a large portfolio of projects ranging in complexity and size
- A high level of representation and consultation as a project management expert is required to ensure a positive public image of the organisation
- Proven ability leading & managing a team of architects, engineers, project managers other professionals planning, designing and delivering projects
- Adaptable and open to new ideas, accepts changed priorities and recognises the merits of different options and acts accordingly. Is also able to search for solutions to problems which may be outside the existing areas of expertise.
- The position holder is responsible for day-to-day site safety establishment and auditing of work sites.
- Take reasonable care for your own health and safety and of others in the workplace by working in accordance with legislative requirements and the City of Monash's occupational health and safety (OHS) policies and procedures.

INTERPERSONAL SKILLS:

- Demonstrated ability to lead, persuade & influence a broad range of stakeholders/clients to achieve project outcomes
- Adaptable and open to new ideas, accepts changed priorities and recognises the merits of different options and acts accordingly.
- Cooperates and works well with others in the pursuit of team goals. Collaborates and shares information. Ability to deal constructively within a team environment and with staff from other areas of the organisation
- Ability to establish and maintain strong stakeholder relationships
- Excellent written & oral communications
- Ability to lead, motivate and develop those who support the role to deliver it's objectives & projects
- Proven negotiation and management skill managing contracts & contractors of varied professional & technical disciplines and construction types

QUALIFICATONS AND EXPERIENCE:

- Tertiary qualifications in Engineering, Project Management, Building or a related field with substantial experience planning and delivering projects as well as contract management
- Technical and working knowledge across Planning, Building Codes, Engineering, Environmental, Cultural Heritage, OH&S Legislation, Regulations, Australian Standards, Sustainability relating to municipal infrastructure works.
- Working knowledge & proven ability managing industry standard contracts such as AS2124, AS4300, Minor Works agreements, Professional Services Design/Non-Design and Minor Services Agreements.
- Experience working to an Established Project Management Framework such as Prince2, PMBOK or similar
- Demonstrated experience managing & delivering a large portfolio of projects ranging in complexity and size with competing demands
- Demonstrated experience working with a broad range of stakeholders/clients to lead, persuade, influence and achieve project outcomes

KEY SELECTION CRITERIA:

- Tertiary qualifications in Engineering, Project Management, Building or a related field with substantial experience planning and delivering projects as well as contract management
- Demonstrated ability to lead, persuade & influence a broad range of stakeholders/clients to scope complex projects that achieve business outcomes
- Demonstrated experience developing, managing & delivering a large portfolio of projects ranging in complexity and size with competing demands
- Experience developing and optimising budgetary spend

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 & Environment

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** arrangements 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.*