

# Role Description

## Project Manager – Community Partnerships



<b>Title</b>	Project Manager – Community Partnerships
<b>Classification/Grade/Band</b>	Band 3 Level 3
<b>Group/Unit/Section</b>	Connected Communities / Community Partnerships
<b>Reports to</b>	Unit Manager Community Partnerships

### Vision

A vibrant organisation doing great things.

### Purpose

To provide valuable services that strengthens and supports the Central Coast Community.

### Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

### Primary Role Statement

In contributing to the overarching vision and purpose, the role of Project Manager is responsible for the planning and delivery of a range of projects associated with the Community Partnerships unit and in line with Council's project, contract and procurement policies. The Project Manager will manage multiple projects using both internal and external consulting and contractor resources. Projects will include major operating contract tendering projects, other operational projects and delivery of the unit's major capital works program. The Project Manager will work closely with the Unit Manager and their direct reports to scope the project, develop clear project briefs, produce conceptual and detailed designs as required, construct the capital projects, deliver the required outcomes of the strategic and operational projects, undertake post implementation reviews and embed sound project management practices within the unit.

The position of Project Manager is required to provide quality customer service and create value for the community.



## Key Duties and Responsibilities

- Coordinate the project pipeline for the Community Partnerships unit, including ensuring that relevant projects are adequately scoped and estimated in line with budgeting timeframes through to timely completion and implementing actions from post-implementation reviews;
- Direct responsibility for management and delivery of the Unit's major capital works projects including delivery of project feasibility, estimates, investigation and design services;
- Provide contract management including the full range of contracting functions such as brief preparation, tendering & tender evaluation, management of contractors and consultants, WHS and environmental compliance, commissioning, project handover, and defects liability management;
- During contract implementation, perform the role of the Superintendents' Representative, incorporating administrative and legal requirements;
- Provide accurate and relevant advice and liaison to stakeholders on project delivery through regular reporting activities for both internal and external stakeholders;
- Develop project plans for the delivery of each project including defining projects, developing work breakdown structures, defining and procuring specialist resources and overseeing implementation;
- Effectively manage all budgets and budget processes related to the projects;
- Work to overcome various project delivery and design challenges including the development of solutions while critically interpreting information and evaluating recommendations;
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.



## Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- The Project Manager may work away from Council premises and is required to make autonomous decisions usually influenced only by Council policy, the situation and relevant legislative framework. Independent action is required;
- Decisions affect the work and activities of others within the section or from a specific project team;
- The work of the Project Manager influences the community within a specified service line through the application of technical skill or application of regulatory requirements;
- The Project Manager is involved in the development and maintenance of appropriate safety or other standards, or provides instruction and/or training concerning such standards;
- Develops a complete budget for a section or a specific project. Responsible for costing resources/time/people and materials;
- Review financial targets for section and forecast costs and commitments. Achieve results through the development of cost and revenue targets and active management of expenditure for section. Use procedures such as benchmarking to monitor cost effectiveness.

## Personal Attributes

- Give frank and honest feedback/ advice and seek to listen and understand when ideas are challenged;
- Represent the organisation honestly, ethically and professionally and encourage others to do so;
- Demonstrate a high level of personal motivation, take opportunities to learn new skills, develop strengths and examine and reflect on own performance;



- Support initiatives that create an environment where diversity is valued.

### **Interpersonal Skills**

- Write fluently in a range of styles and formats and tailor communication to the audience;
- Identify customer service needs, understand customer perspectives and implement responsive solutions.
- Build cooperation and overcome barriers to information sharing and communication across teams/ units;
- Lead and facilitate productive discussions with staff and stakeholders, encouraging others to talk, share and debate ideas.

### **Business Enablers and Technical Skills**

- Provide guidance, coaching and engage staff in change process and recognise cultural barriers that undermine change;
- Use expertise and seek others assistance to achieve work outcomes;
- Ensure current work plans and activities support and are consistent with organisational change initiatives;
- Research and analyse information, identify interrelationships and make recommendations based on relevant evidence;
- Ensure that actions of self and others are focused on achieving organisational outcomes;
- Take account of financial implications and return on investment when planning financial transactions;
- Support compliance with records, information and knowledge management requirements of the organization;
- Be aware of procurement and contract management risks and actions to mitigate these;
- Evaluate progress and identify improvements for future projects.



## Team Work

- Ensure team objectives achieve business outcomes that align with organisational policies;
- Plan and monitor resource allocation effectively to achieve team objectives.

## QUALIFICATIONS

### Essential

- Degree qualifications in either Construction Management, Business, Project Management or related field OR demonstrated solid contemporary experience in a similar role, combined with ongoing professional development;
- Current Class C Driver's Licence.

### Desirable

- Postgraduate qualifications in business, contract or project management or related field.

## EXPERIENCE

- Demonstrated experience in the successfully delivering a range of strategic business and/or infrastructure projects as a project manager;
- Demonstrated project management experience in projects of significant complexity with a political environment with differing stakeholders;
- Demonstrated ability to control and coordinate multiple significant projects simultaneously, coordinating internal and external resources to manage technical, legal and organisational issues;
- Demonstrated proficiency in providing technical expertise, coaching and advice to relevant staff to allow them to effectively undertake their responsibilities and duties;
- Demonstrated ability to build strong, credible relationships and influence, persuade or negotiate outcomes that add value to the organisation;



- Proven ability to assess and interpret information to formulate recommendations and provide specialist advice to enable the organisation to achieve quality outcomes.

## Key Relationships

Internal	External
Council Meeting	Members of the Public/residents/ratepayers
Councillors	Commercial/industrial/development representatives (e.g. Vendors, consultants, clients)
Committee Meetings of Council	Community Organisations – service clubs etc.
CEO	Professional/Industry associations including Unions/Environment Protection Agency.
Unit Managers / ELT	Consultants, solicitors and other professionals
Section Managers/Team Leaders	State and Federal Government Agencies
Other Council employees (not including direct reports)	Local Business

