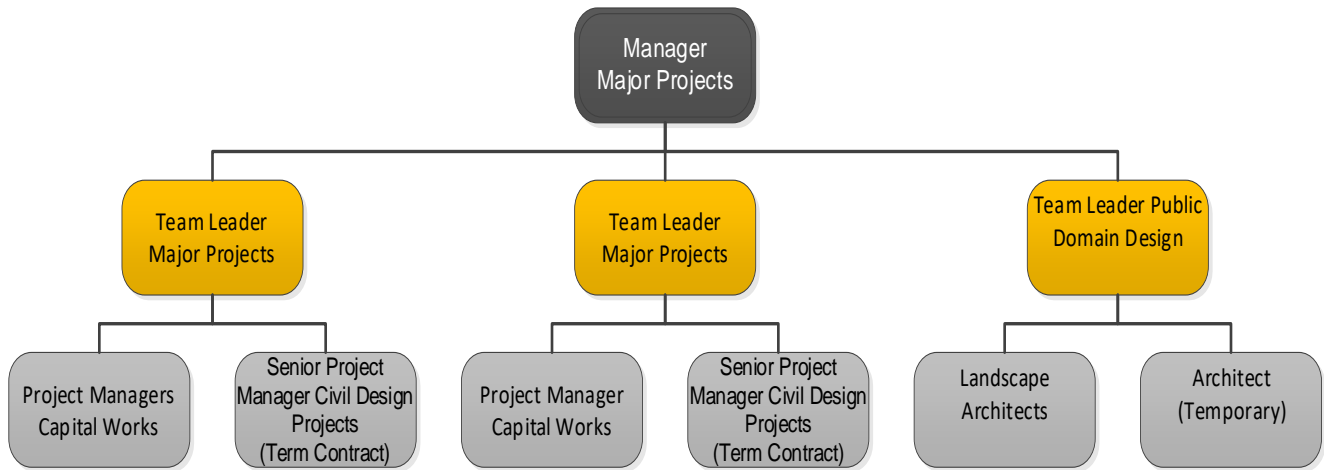


POSITION DESCRIPTION

Position Title	Project Manager Capital Works
Position Number	33155
Division	Community Assets
Branch	Major Projects
Special Requirements	Drivers Licence
Grade	17
Physical and Environmental Demands	Ability to carry out site inspections
Authorities	As applicable and as delegated by the General Manager
Key Direction/s	Capital Works staff contribute to a number of Key Directions through the delivery of capital works projects and Infrastructure.

Reporting Structure



Position Purpose

To project manage design and construction of major capital works projects to deliver high quality and best value outcomes for the community and stakeholders.

Key Result Areas

- **Project planning and management**
- **Design management**
- **Procurement and management of design consultants and contractors**
- **Construction Management**
- **Handover and management of defects**
- **Corporate Core Values**

Key Duties & Responsibilities

Project Planning and management

- Seek innovative project delivery options
- Work with stakeholders to develop project briefs
- Provide project cost estimates for the inclusion in capital works program budgets and Section 94 plans
- Provide programmes that reflect the required and likely project delivery times
- Contribute to the development of future short and long-term capital works programs
- Coordinate resources associated with the delivery of projects
- Identify and plan management of project risks
- Manage budget allocation for assigned projects
- Prepare financial status reports for all projects
- Monitor performance against deadlines and milestones
- Highlight any financial implications arising from changes to a project's scope of works or contract variations.
- Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.

Design Management

- Engage and manage design consultants to produce high quality and cost-effective design documentation for a broad range of projects
- Provide effective supervision of consultants throughout design and construction of projects
- Coordinate and review plans and support documentation to ensure they are suitable for tender and construction
- Ensure designs consider sustainability and life cycle costs

Procurement and management of design consultants and contractors

- Prepare quotation and tender documentation
- Prepare tender evaluation plans and assess submissions
- Make recommendations on best value submissions
- Prepare contract documentation required to engage consultants and contractors
- Perform all duties of the Superintendent's Representative in the administration of construction contracts including assessment of progress payments and contract variations.

Construction Management

- Manage project defects throughout the works and to the end of the defects liability period
- Provide effective supervision of contractors throughout the construction phase of projects
- Monitor and assess the quality of works undertaken by contractors
- Ensure construction works are undertaken in a safe manner
- Ensure that construction designs are in accordance with sound professional practices

- Ensure all environmental requirements are achieved in relation to implementation of capital projects

Handover and management of defects

- At practical completion of projects user groups and stakeholders are provided with all information necessary to understand and operate new infrastructure. This shall include demonstration and provision of all documentation as required.

Corporate Core Values

- Continuously display Councils Corporate Core Values of Leadership, Innovation, Partnership, Safety, Commitment and Customer Focus.

WHS Responsibility

- Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area

Risk Management Responsibilities

- To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
- Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable
- Must be aware of operational and business risks. Particularly:
 - understand and adhere to the principles of Risk Management within their job role;
 - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
 - provide input into various risk management activities;
 - report all emerging risks, issues and incidents to their manager or appropriate officer; and
 - follow Council policies and procedures.

Essential and Desirable Criteria

Essential

- Tertiary qualifications in Project Management, Building, Architecture, Engineering or other relevant discipline
- Demonstrated experience in effective project management of a broad range of capital works projects from inception to completion
- Demonstrated experience in the procurement of external consultants and contractors, contract management and financial management
- Demonstrated high level of analytical, creative thinking and problem-solving skills
- Demonstrated ability to make decisions based on sound judgement and managing competing demands
- Excellent written and oral communication skills, and the ability to relate well to internal and external customers
- Knowledge of Microsoft Word, Excel, Project and Outlook
- Demonstrated ability to apply EEO, WHS and ethical practice principles and to act with probity at all times.

<p>Desirable</p> <ul style="list-style-type: none"> • Experience in a supervisory role with high level negotiation and dispute resolution skills • Demonstrated ability to review processes and procedures and to contribute to the improvement of project delivery systems • An understanding of political, economic and social issues, and future challenges in Local Government • Ability and willingness to obtaining Workcover Construction OHS Induction (White Card) 	
<p>Prepared By</p>	<p>Manager Major Projects</p>
<p>Date Prepared</p>	<p>December 2019 Updated October 2021 – Structure Review</p>
<p>I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.</p> <p>I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.</p>	
<p>Employee Name:</p>	
<p>Employee Signature:</p>	
<p>Date:</p>	