



SORELL COUNCIL

POSITION DESCRIPTION

Position Title	Project Manager
Workgroup	Infrastructure & Assets
Reports to	Senior Project Manager – Transportation & Stormwater
Classification	Level 9
Employee Status	Full Time 1.0FTE
Location	CAC

Primary Position Purpose

The **Project Manager** is responsible for leading the successful delivery of Council's capital works projects.

This role plays a key part in providing strategic guidance on the planning, design and execution of projects, ensuring they align with Council's objectives and community needs. A strong focus is placed on stakeholder engagement, requiring the ability to influence, negotiate and collaborate effectively to achieve positive project outcomes.

Skill Based Classification Descriptors

The position is classified as a Level 9, the following skill descriptors apply to this level.

Authority & Accountability	Accountable for the effective management of major sections or projects within their area of expertise. Provides a professional advisory role to people within or outside the employer on major areas of policy or on key issues of significance to the organisation. Such advice may commit the employer and have significant impact upon external parties dealing with the employer. The position's influence would have an important role in the overall performance of the function.
Judgment & Problem Solving	Employees have a high level of independence and determine and/or oversee the framework for problem solving or set strategic plans. At this level, the position may represent management or the employer in the resolution of problems.
Specialist Skills & Knowledge	Positions require knowledge and skills for the direction and control of a key function of the employer or major functions within a department. Positions require expert knowledge and skills involving elements of creativity and innovation in addressing and resolving major issues.
Management Skills	Employees may direct professional or other staff in the planning, implementation and review of major programs, as well as participating as a key member of a functional team. Positions at this level may also be required to manage staff, resolve operational problems and participate in a discrete management team to resolve key problems.
Interpersonal Skills	Interpersonal skills in leading and motivating staff will be required at this level. Positions require the ability to persuade, convince or negotiate with staff, clients, and members of the public, tribunals and persons in other organisations in the pursuit and achievement of specific and set objectives. Communication skills may be required to enable provision of key advice both within and outside the employer and to liaise with external bodies.
Qualifications & Experience	Employees will have a relevant degree or equivalent with extensive practical experience.

Key Responsibilities

- Accountable for delivery of nominated capital works projects, including the investigation, survey, design and drafting of concept plans and associated estimates for council infrastructure.
- The management of scope, budget, timelines and adherence to all relevant Work Health & Safety (WH&S) requirements and standards.
- Prepare Tender documentation for civil projects, assess Tender submissions, contract administration and manage project budgets including project handover (financial reconciliation/capitalisation processes for assets and appropriate long-term maintenance programs).
- Proactively engage with stakeholders to support the effective planning, delivery and management of Council's capital works projects.
- To manage capital works projects including, but not limited to, urban and rural road, footpath, kerb and channel, stormwater systems, traffic management devices, car parking and land improvements.
- The preparation of schedules of quantities for the above Council works and to prepare estimates of cost for the construction of such works.
- Resolve operational problems and customer enquiries relating to project delivery, with a degree of creativity and innovation.

Operational Responsibilities & Participation

- Providing key workplace linkages and business communication.
- Contribute to the development and monitoring of the operational plan, KPI's, budget and annual plan.
- Commitment to continuous improvement, including the review of processes, systems and innovative practices, leading to efficiencies in operations.
- Produce reports as required by the organisations corporate calendar, including monthly activity reporting.

This role requires participation in reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

Position Dimensions

Key relationships and influences

Who	Why
Internal	
Customer Services	Work in partnership with Customer Service to ensure delivery of effective customer service.
Roads & Stormwater	Work in partnership with the Manager, Works Supervisors and Municipal Workers to ensure delivery of effective customer service.
Facilities & Recreation	Work in partnership with the Manager, Works Supervisors and Municipal Workers to ensure delivery of effective customer service.
External	
People who live, work, or visit Sorell	This position delivers services that directly benefit our customers via Council's various customer contact channels.
Elected Council Members	This position provides support to Councillors who directly serve the people of Sorell.
Contractors, consultants, suppliers, regulatory authority's government agencies & depts.	Liaise with contractors, consultants and make technical and contractual decisions necessary on design projects and contract works.

Resources and Budgets

Direct Reports	NIL	Financial Delegation & Reporting	In accordance with Council's Policies and Procedures
Indirect Reports	NIL	Statutory Appointments	In accordance with Council's Policies and Procedures
Total	NIL	Delegations	In accordance with Council's Delegation Manual

Organisational Accountabilities

Be familiar with and follow the **Council's Code of Conduct**. A copy of this is provided with your appointment letter or can be accessed on Council's Intranet.

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- Council's Values
- Workplace Health and Safety (WHS) Legislation
- Anti-Discrimination Legislation
- Sorell Council Enterprise Agreements
- Document Management - The incumbent is required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.
- Customer Service Charter - The incumbent is required to commit Council's Customer Service Charter and to consistently deliver all services with a focus on excellent customer service.
- Customer Relationship Management (CRM) systems
- Comply with all Health and Safety legislation.

Workplace Health & Safety

Ensure Health and Safety information is provided to the broader community as required. While at work, a worker must:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other people.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act.
- Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.
- Avoid, eliminate or minimize hazards within your control, and immediately report.
- Attend and actively participate in training programs provided in the interests of Health and Safety.
- Ensure accidents and near misses are reported as soon as reasonably practicable; and
- Ensure assessment and control of risk is managed in accordance with the Council's Risk Management Framework.
- Complete Council's induction requirements

Record Management

Sorell Council uses a record management system, TARDIS (Total Administrative Record and Document Information System). All Council documents and records are a State legislated record controlled by the Tasmanian Archive & Heritage Office and are therefore required to be retained either on a temporary or permanent basis. All employees of Council are required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.

Key Selection Criteria

Essential:

- Demonstrated ability to project manage the delivery of capital works projects from inception to completion.
- Experience in investigation, survey and design and project estimating in the engineering aspects of roads and stormwater.
- A thorough understanding of current construction techniques, materials and safety requirements, including WHS.
- Ability to work with a high level of autonomy, utilising creativity and innovation to resolve issues and make improvements.
- Ability to exercise discretion and apply analytic reasoning in the resolution of complex issues and the management of a diverse range of stakeholders.
- Demonstrated understanding of tender processes.
- Demonstrated understanding of managing construction contracts for example AS2124.
- Well-developed report writing skills and the ability to provide technical advice in response to Council and client requests.
- A relevant project management qualification and/or practical experience.
- Current driver's licence.

Desirable:

- Qualifications in Project Management, Engineering or civil construction desirable.
- Competence and versatility in computer aided design and drafting (AutoCAD, Civil3D, ARD).
- Experience working in Local Government.

Authorisation

I hereby agree that this position description accurately reflects the work requirements.

Manager name			
Manager signature		Date	
Employee name			
Employee signature		Date	
GM Name			
GM Signature		Date	