

# PROJECT MANAGER

## POSITION & PERSON DESCRIPTION

December 2024



City of  
Norwood  
Payneham  
& St Peters

### POSITION DETAILS

<b>DEPARTMENT:</b>	Infrastructure & Major Projects
<b>UNIT:</b>	Assets & Projects
<b>SECTION:</b>	-
<b>ORGANISATIONAL RELATIONSHIP:</b>	<p>The position reports to Manager, Assets &amp; Projects.</p> <p>The position is also expected to work in collaboration with other staff within the Infrastructure &amp; Major Projects department and throughout the organisation.</p>
<b>DIRECT REPORTS:</b>	Nil
<b>AWARD:</b>	<i>South Australian Municipal Salaried Officers Award and City of Norwood Payneham &amp; St Peters' Municipal Officers Enterprise Agreement</i>
<b>CLASSIFICATION:</b>	General Officer, Level 7 – Level 8, based upon skills, qualifications and level of experience.
<b>SPECIAL CONDITIONS:</b>	5 years Fixed-term Contract

### POSITION OVERVIEW

The Project Manager is primarily responsible for managing capital works projects with varying scope, complexity, scale, timeline and budget.

The Project Manager, Capital Works is also expected to positively support the Department's functions and objectives, work proactively and responsibly, promote a culture of continuous improvement, deliver high quality outcomes and provide excellent communication and customer service.

### POSITION OBJECTIVES

- Successfully manage the various phases of assigned capital works projects as required for the specific project.
- Ensure that all assigned capital works projects are delivered in accordance with the Council's policies, procedures, standards, guidelines and other relevant requirements.
- Develop professionally and contribute to continuous improvement in project management knowledge, skills and processes at the Council.

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### **KEY RESPONSIBILITIES**

- Manage various capital works projects (e.g. civil infrastructure, recreation and open space) for various project phases (i.e. initiation, planning, design, construction and closure).
- Develop and manage project programs, budgets, risk registers, communications plans and other project management tools and resources.
- Identify potential risks, develop mitigation strategies, and ensure compliance with relevant legislation, council policies, and safety standards.
- Liaise with all relevant stakeholders including statutory authorities, government agencies, citizens, community groups, clubs, lessees and staff.
- Function as the Council's first point of contact and respond to enquiries which are received from citizens, property and business owners, and other relevant stakeholders relating to the delivery of capital works projects.
- Prepare reports for internal and external stakeholders (e.g. Council, Project Control Group, State and Federal Government) as required or as directed by the Manager or General Manager.
- Manage and undertake the appropriate procurement process for projects, including the preparation of briefs, specifications, tender documents, draft contracts, etc.
- Administer contracts and manage contractor performance to ensure adherence to agreed deliverables, timelines and quality standards.
- Maintain accurate financial records and process invoices in accordance with the Council's policies and procedures.

### **SELECTION CRITERIA**

#### **ESSENTIAL CRITERIA**

- Tertiary qualification in Civil Engineering, Project Management, Construction Management or similar discipline.
- A minimum of five (5) years' civil engineering, project management, construction management and/or similar work experience in private industry, local government and/or state government.
- Excellent knowledge of the project lifecycle and project management methods, tools and resources.
- Good knowledge of civil and landscape construction methods and materials.
- Good knowledge of procurement and contract management.
- Good knowledge of Australian Standards, legislation, regulations, guidelines and codes of practice relevant to the position.
- Excellent project and contract management skills, including the abilities to:
  - manage time, set priorities, plan and work with little supervision;
  - develop and interpret designs, specifications, reports, contracts, etc;
  - develop and manage budgets and programs;
  - procure and manage the performance of consultants and contractors;
  - identify and manage risks;
  - use sound judgment to problem solve.
- Excellent communication and people skills.

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- Excellent numeracy, language and literacy skills.
- Good computer skills.

**DESIRABLE CRITERIA**

- Post graduate diploma or industry certification in project management.
- Membership or professional registration with a relevant industry organisation (e.g. Australian Institute of Project Management).

**JOB REQUIREMENTS**

- National Criminal Record (Police) Clearance with no adverse findings.
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.
- Current Drivers Licence.
- Completion of training and attainment of skills applicable to Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Complete duties as requested by a more senior officer than yourself.
- Complete duties within the timeframes allocated.

## **WORK HEALTH & SAFETY RESPONSIBILITIES**

- In accordance with *Section 28 of the Work Health and Safety (WHS) Act 2012*, while at work you must:
  - take reasonable care of your own health and safety; and
  - take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons; and
  - comply, as far as the worker is reasonably able, with any reasonable instruction that is given by the Council; and
  - cooperate with any reasonable policy or procedure of the Council.
- As part of the Council's safety management system, all workers are required to:
  - report any hazards, near misses, incidents, accidents, injury or ill-health which arise during, or because of, their work;
  - correctly use, and maintain, any clothing and equipment provided for the purposes of WHS;
  - maintain their workplace in a tidy and safe condition;
  - ensure that their safety, and that of others, is not affected by the consumption of alcohol or other drugs;
  - not interfere with, remove or displace any safety devices, guards or protective equipment unless it is part of an approved maintenance or repair procedure; and
  - actively participate in consultation and consideration of all WHS issues that are pertinent to their workplace.
- In addition to your obligations listed above, as a Project Manager you are responsible for, and will be held accountable for, maintaining a safe work environment by controlling, directing and monitoring work practices within your area of responsibility, and in particular:
  - communicating the contents of the approved WHS policy, procedures, plans and programs to workers;
  - ensuring adherence to WHS policies and procedures within your sphere of control;
  - maintaining a basic awareness of safety issues within your respective area;
  - providing all workers (staff, contractors and visitors), who are required to enter an area under your control, a safety induction prior to commencing work;
  - coordinating and participating in, local WHS consultation processes;
  - constantly reviewing working procedures and practices within your area of responsibility;
  - ensuring all plant, machinery and equipment is properly maintained;
  - identifying, assessing and controlling hazards and WHS risks; and
  - providing data related to local WHS performance as required.

**ORGANISATIONAL VALUES**

At the City of Norwood Payneham & St Peters, all staff are committed to improving the quality of services which are provided to the community. To ensure that we achieve this, we have embraced the *Business Excellence Framework* as a mechanism for implementing continuous improvement and as part of this we have adopted a set of Organisational Values and Community Well-Being Model.

The Organisational Values (which are summarised below) form an integral part of the Position & Person Description.

The Organisational Values are a shared set of values to assist in guiding staff behaviour in terms of how we interact with each other and the Elected Members, as well as how we treat people in our community as part of our day-to-day operations and service delivery.



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**AGREEMENT**

This Position & Person Description accurately reflects and describes the responsibilities, accountabilities, duties and skills required and the expected outputs and outcomes for the position of Project Manager.

**APPROVED BY:**

**READ & AGREED TO BY:**

\_\_\_\_\_  
Mario Barone PSM  
**CHIEF EXECUTIVE OFFICER**

\_\_\_\_\_  
*Insert Name of Incumbent.*  
**PROJECT MANAGER**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Position & Person Descriptions form an important part of an integrated planning process to ensure that individual performance, and the required outputs and outcomes of each position within the organisation, align with the strategic and corporate directions of the Council as set out in the *CityPlan 2030: Shaping Our Future*. The *Organisational Values* are an integral component of the organisational culture, and all staff are expected to perform their duties within the framework of the *Organisational Values*.