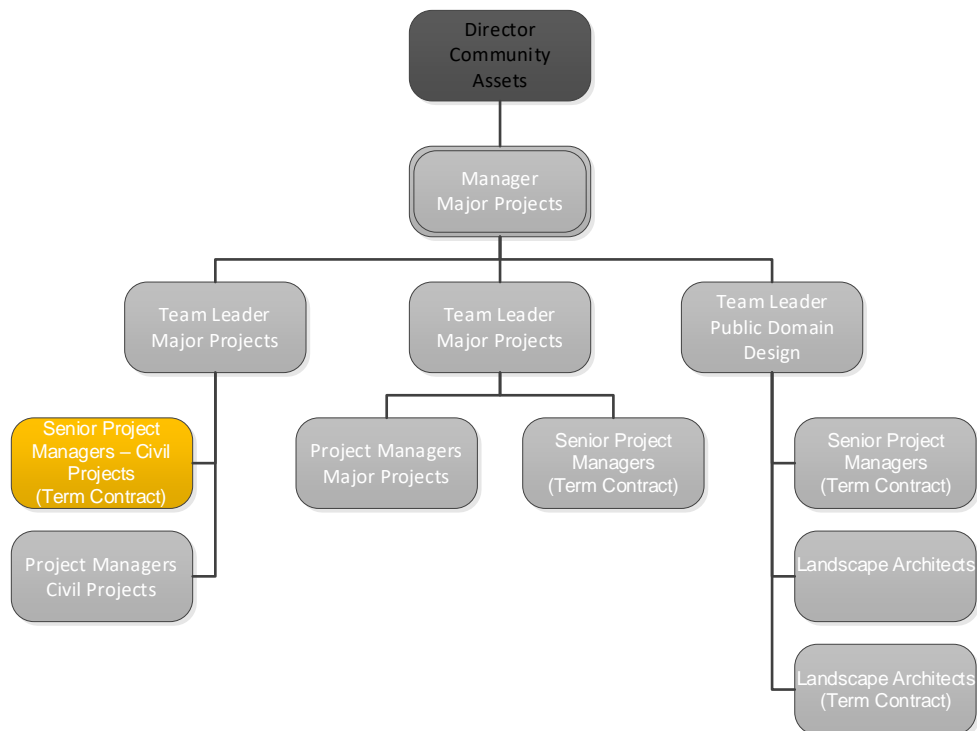


POSITION DESCRIPTION

| | |
|---|---|
| Position Title | Senior Project Manager – Civil Projects |
| Position Number | 33157 |
| Division | Community Assets |
| Branch | Major Projects |
| Grade | 18 |
| Special Requirements | Current Drivers licence Ability to work flexible hours, including attending meetings outside normal working hours. |
| Physical and Environmental Demands | Physical ability to carry out site inspections. |
| Authorities | As applicable and as delegated by the General Manager |
| Key Directions | Healthy Urban and Natural Environments, A Prosperous Economy, Effective and Sustainable Transport and An Enriched and Connected Community |

Reporting Structure



| Position Purpose |
|--|
| To provide project/ management expertise to contribute to the planning, design, and construction of Camden's major projects. |
| Key Result Areas |
| <ul style="list-style-type: none"> • Project Management • Procurement of consultants and contractors • Management of consultants • Construction Management • Branch Activities • Customer Service • Corporate Core Values |
| Key Duties & Responsibilities |
| <p>Project Management.</p> <ul style="list-style-type: none"> • Evaluate and recommend innovative project delivery options. • Lead stakeholders to develop project briefs which clearly outline the objectives of a project. • Provide programmes that reflect the required and likely project delivery times. • Coordinate internal and external resources associated with the delivery of assigned projects. • Identify and plan management of project risks. • Manage budget allocation for assigned projects. • Prepare regular financial status reports for all projects for the Team Leader and Branch Manager. • Highlight any financial implications arising from changes to a project's scope of works or contract variations. • Monitor performance against deadlines and milestones. • Plan activities and projects well in advance and take account of possible changing circumstances. • Highlight any program implications arising from changes to a project's scope of works or contract variations. • Support the reporting of projects through Council's Project Management Framework <p>Procurement of external consultants and contractors.</p> <ul style="list-style-type: none"> • Prepare quotation and tender documentation which is suitable for pricing by consultants and contractors. • Prepare tender evaluation plans and assess submissions. • Make recommendations on best value submissions regarding price and non-price factors. • Prepare contract documentation required to engage external consultants and contractors. <p>Management of consultants</p> <ul style="list-style-type: none"> • Engage and manage design consultants to produce high quality and cost-effective design documentation for major projects. • Provide effective supervision of consultants throughout the design phase of projects. • Review design work prepared by consultants and ensure documentation is suitable for tender and construction. • Ensure that designs for construction are fit for purpose and are in accordance with sound professional practices. • Ensure that designs consider sustainability and life cycle costs. |

Construction Management

- Manage projects throughout construction to the end of the defects liability period.
- Provide effective supervision of contractors throughout construction of projects.
- Monitor and assess the quality of works undertaken by contractors.
- Ensure construction works are undertaken in a safe manner.
- Ensure construction works are undertaken in accordance with design documentation.
- Ensure compliance with environmental requirements/regulations in the delivery of projects.
- Ensure effective handover to relevant user groups and stakeholders.
- Ensure all operational and WAE documentation is recorded in Council's document control systems.
- Perform all duties of the Superintendent's Representative in the administration of construction contracts including assessment of progress payments and contract variations.

Branch Activities

- Assist the Team Leader and Branch Manager in allocation of appropriate resources to deliver Council's major civil projects
- Provide expert technical advice, support and strategic direction to other team members and external consultants to assist with the successful delivery of projects.
- Participate in the review, development and improvement of work systems and practices to enhance customer service and meet customer needs.
- Represent Council in negotiating with stakeholders on strategic outcomes.
- Contribute to development of policies and practices that will improve project delivery systems.
- Maintain current knowledge of legislation policy and procedures that impact upon all aspects of project implementation.
- Champion design and the critical role it can play in improving the quality of life for the communities of Camden.
- Participate in and foster a culture of design collaboration across the organisation.
- Proactively facilitate processes to increase design involvement in key decisions across a range of Council projects and strategies.
- Other relevant duties as required by the Team Leader or Manager from time to time.
- 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.

Customer service

- Demonstrate strong customer focus, which is accurate, responsive, timely and courteous.

Corporate core values

- Continuously display Council's corporate core values of Leadership, Innovation, Safety, Partnership, Commitment, Customer Focus and Safety.

WHS Responsibility

- Implement, monitor and, or comply with Council's 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 Civil Engineering, or other relevant discipline.
- Demonstrated ability to prepare project briefs and manage procurement of external consultants and contractors for major civil road projects.
- Demonstrated experience in managing civil design consultant teams to deliver designs which are completed on time and are within the construction budget.
- Extensive experience at a senior level in project management of large and complex civil projects from inception to completion.
- Demonstrated high level contract management skills for both design and construction contracts.
- Demonstrated high level of analytical, creative thinking and problem-solving skills.
- Excellent communication skills including written and oral and the ability to relate well to internal and external clients.
- Ability to work within and to foster team cooperation and achievement.
- Proficiency in Microsoft Office computer applications.

Desirable

- Good negotiation and dispute resolution skills.
- Understanding of community consultation required for major projects.
- Local government or similar experience.

Prepared By

Manager Major Projects

Date Prepared

September 2024

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.

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.

Employee Name:

Employee Signature:

Date: