



City of
Norwood
Payneham
& St Peters

PROJECT MANAGER, CIVIL

POSITION & PERSON DESCRIPTION

December 2022

GENERAL

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*.

The Position & Person Description also provides the basis upon which selection criteria for the position are determined.

DEPARTMENT: Urban Services

UNIT: City Assets

**ORGANISATIONAL
RELATIONSHIP:** Reports to the Manager, City Assets

The Position is also expected to work in close collaboration other staff within the Urban Services Department and throughout the organisation.

DIRECT REPORTS: Nil.

**AWARD &
CLASSIFICATION:** *South Australian Municipal Salaried Officers Award and the City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement*

General Officer, Level 6
Subject to qualifications & experience.

OVERVIEW

The Project Manager, Civil has primary responsibility for the development and delivery of the Council's Civil Infrastructure Projects and Annual Stormwater Drainage Program.

The Project Manager, Civil is also responsible for oversight and preparation of all relevant contract specifications and documentation, procurement including assessment of quotes and tenders and contract management associated with projects involving the Council's civil infrastructure and stormwater drainage assets. The Project Manager, Civil also provides technical advice regarding the design, construction and maintenance of the Council's civil infrastructure.

The Project Manager, Civil may also be required to assist with the management of the annual Civil Infrastructure Works Program (i.e. roads, footpaths and kerb & water tables) and the delivery of other capital projects (e.g. Recreation and Open Space and Building Works Programs) as required and as directed by the Manager, City Assets.

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. In order 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 and attached to this document) 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.

Our Values are:

<i>Our People</i>	We are passionate, committed, empowered and accountable and we recognise the contribution of others.
<i>Working Together</i>	A positive team, we work collaboratively in an open, honest and transparent environment, supporting each other to get things done.
<i>Leadership</i>	Leading by example, we all live our values, inspire each other and deliver clear and consistent direction.
<i>Excellence</i>	We strive for excellence in everything we do and we encourage innovation and quality.
<i>Integrity</i>	We demonstrate respect and honesty in everything we do and always act in the best interests of our citizens and our community.
<i>Service</i>	We seek to improve quality of life for our citizens and our community and we treat all stakeholders with respect.

POSITION OBJECTIVES

The Project Manager, Civil is required to:

- oversee and manage the development and delivery of Civil Infrastructure Projects, inclusive of civil designs and works, as assigned and required for the specific project;
- oversee and manage the delivery of the Annual Stormwater Drainage Program, inclusive of network enhancement designs and works, as assigned and required for the specific project;
- oversee the development of design, contract and tender documentation and specifications, undertake procurement processes and assessments and manage contracts;
- assist with on-going updates and reviews of the Council's Roads, Footpaths and Kerb & Water Table and Stormwater Infrastructure Asset Management Plans and undertake projects and works;
- develop, monitor and review the Annual Budgets associated with the position and report on financial aspects of relevant projects, programs and contracts; and
- provide assistance with and manage the delivery of other projects as required and as directed by the Manager, City Assets.

KEY RESULT AREAS

- *Operational Responsibilities*
 1. Project Management – Civil infrastructure, stormwater drainage and other projects as required
 2. Contract Management – Consultants and contractors
 3. Technical and Specialist Advice – Civil engineering
- *Organisational Responsibilities*
 1. Corporate Governance
 2. Environmental Sustainability
 3. Work Health & Safety and Injury Management
 4. Organisational Values

OPERATIONAL RESPONSIBILITIES Key Responsibilities & Key Tasks
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1. PROJECT MANAGEMENT - CIVIL INFRASTRUCTURE, STORMWATER DRAINAGE AND OTHER PROJECTS

- Oversee and coordinate the development and delivery of Civil Infrastructure Projects that are assigned to the position, inclusive of design and works as required.
- Oversee and coordinate the delivery of the Annual Stormwater Drainage Program.
- Compile and prepare all tender documentation and specifications and undertake required tender processes and assessments for the engagement of consultants and contractors.
- Lead and undertake the appropriate procurement process for projects, as required.
- Liaise and work with other staff and with all relevant stakeholders including statutory authorities, State Government agencies, citizens, community groups, clubs and lessees and act as the first point of contact for works as required.
- Respond to and resolve enquiries received from stakeholders including Elected Members, citizens and lessees, etc.
- Develop, review and coordinate programs, budgets, risk registers and other project management resources as required.
- Prepare reports for internal and external stakeholders (e.g. Council, Project Control Group, State and/or Federal Government) as required or as directed by the Manager, City Assets.
- Provide assistance with and coordinate the delivery of other works programs (e.g. Civil Infrastructure Works Program) and projects (e.g. Recreation and Open Space and Building Works) as directed by the Manager, City Assets.

Performance Indicators

- Projects, programs and works are delivered to a high-quality standard.
- Adopted programs are developed and delivered in close collaboration with staff of the Urban Services Department and other key staff ensuring that these programs are reflective of the Council's objectives.
- Adopted programs are delivered with a key focus and commitment to the highest quality of service, ensuring the best outcome within allocated resources.
- Tender documentation and specifications set out clear goals and expectations for the engagement of suitably qualified and experienced consultants and contractors.
- Tender processes are undertaken in accordance with the Council's procurement policies and procedures.
- Effective communication with all stakeholders regarding the development and delivery of works programs and enquiries are addressed in a timely and proficient manner.
- Accurate information is provided for budget reporting processes.
- Reports contain accurate information and provide clear and concise recommendations.
- Service is provided in an accurate, effective, efficient and timely manner.

2. CONTRACT MANAGEMENT

- Engage consultants and contractors in line with the Council's Procurement Policy, guidelines and procedures as required.
- Manage the performance of consultants and contractors.
- Act as the Council's Superintendent or manage the role of Superintendent, associated with the management of consultants and contractors.
- Review the performance of contractors to ensure compliance with contractual obligations and the Council's policies and procedures.
- Undertake contract administration as required to successfully achieve final completion, including the facilitation of handover of new infrastructure and assets for maintenance.

Performance Indicators

- Tender documentation and specifications set out clear goals and expectations for the engagement of suitably qualified and experienced consultants and contractors.
- Tender processes are undertaken in accordance with the Council's Procurement Policy, guidelines and procedures.
- All required obligations of the role of Superintendent are met and adhered to ensuring that the Council is not unnecessarily exposed to risk.
- All contracts are effectively managed.
- Review the performance of service contractors to ensure their compliance with their contractual obligations and the Council's policies and procedures.
- Projects are successfully completed and new infrastructure and assets are successfully handed over for ongoing maintenance.

3. TECHNICAL AND SPECIALIST ADVICE

- Provide internal technical and specialist advice associated with:
 - the delivery of the Civil Infrastructure and Stormwater Drainage Programs and other capital projects as assigned;
 - Development Applications (i.e. stormwater management, finished floor levels, entranceways, etc);
 - general civil infrastructure and stormwater drainage design, construction and maintenance; and
 - the development of works programs, project management tools and resources and other matters as relevant to the position.

Performance Indicators

- Advice provided is accurate, effective, efficient and timely and reflect the Council's goals and objectives.

ORGANISATIONAL RESPONSIBILITIES

Key Responsibilities & Key Tasks

1. CORPORATE GOVERNANCE

- Contribute to the development of Corporate & Departmental Business Unit Plans.
- Promote and develop the Council's image, standing and role in the community as and where the opportunity presents itself.
- Demonstrate and promote a "*customer first*" approach when dealing with the community.
- Contribute to the delivery of quality services and identify areas for service delivery improvement.
- Demonstrate and promote Fair Treatment and Equal Employment Opportunity Principles in the workplace.
- Contribute to the organisation's continuous improvement program and the Organisational Strategy.
- Observe and uphold the Organisational Strategy in accordance with the Council's *CityPlan 2030: Shaping Our Future*.
- Pursuant to *Section 110* of the *Local Government Act*, observe and uphold the *Code of Conduct for Council Employees* and the Council's relevant Policies.
- Attend any training required in the position.

Performance Indicators

- Positive participation in the Corporate & Departmental Business Unit planning processes.
- Positive image of Council is portrayed at all times.
- Increase in community satisfaction with regard to the delivery of quality services.
- Increased awareness of and compliance with Fair Treatment and Equal Employment Opportunity Principles.
- Positive participation in the organisation's continuous improvement program, Organisational Strategy and required training courses.

2. ENVIRONMENTAL SUSTAINABILITY

- Consider and ensure best environmental sustainability practices in line with *Outcome 4: Environmental Sustainability*, of the Council's *CityPlan 2030: Shaping Our Future*, when undertaking duties and in the delivery of services.

Performance Indicators

- Demonstrated commitment to environmental sustainability when undertaking work-related duties.
- Timely reporting of environmental incidents as per the *Accident / Incident Report Form (WHS-02680)*.

3. WORK HEALTH & SAFETY AND INJURY MANAGEMENT

- 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, so 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 in the course of, or as a result 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.

Performance Indicators

- Increased awareness of, and compliance with, WHS legislation.
- Safe working practices utilised which are WHS compliant.
- Competency levels maintained and kept up-dated as required.
- Timely reporting of hazards and risks to ensure prevention is attempted at all times.
- Immediate reporting of all accidents and incidences.

4. ORGANISATIONAL VALUES

- Observe and uphold the Organisational Values and conduct all affairs in accordance with *Our Values* at all times in the discharge of all responsibilities, accountabilities and outcomes.

Performance Indicators

- Compliance, observance and adherence to Organisational Values (Our Values) at all times.

PERSON SPECIFICATION

QUALIFICATIONS AND/OR EXPERIENCE

- Tertiary qualifications in Civil Engineering, Project Management, Construction Management or similar discipline (Essential).
- A minimum of five (5) years' experience in a suitable position associated with the management of civil infrastructure and drainage works programs and projects (Essential).
- Current South Australian Drivers Licence (Essential).

KNOWLEDGE

- Excellent knowledge in the development and delivery of civil infrastructure and drainage works programs and projects.
- Excellent knowledge of procurement, budgeting and financial management.
- Excellent knowledge in the establishment of works delivery policies, procedures and work plans.
- Comprehensive knowledge of and a high ability to interpret and apply Australian Standards, legislation, regulations, design guidelines and codes of practice relevant to the position.

SKILLS

- Excellent communication skills.
- Demonstrated ability to problem solve using methods and techniques based on sound judgment.
- Exceptional service skills and stakeholder engagement.
- Demonstrated ability to set and achieve goals and objectives.
- Ability to plan, direct, control and evaluate a significant work area.
- Ability to think and act strategically.
- Demonstrated experience in acting as a specialist and in managing a specialist area.

EXPERIENCE

- Extensive experience in project management and contract management relating to civil works.
- Extensive experience in reviewing works programs and projects to determine efficiencies.
- Extensive experience in the development of appropriate methodology and application of proven techniques in providing specialists civil infrastructure and drainage services.
- Extensive experiences in briefing, overseeing and interpreting designs associated with civil infrastructure and drainage works programs and projects.
- Extensive experience in procurement.

PERSONAL ATTRIBUTES

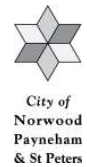
- Ability to manage consultants and contractors and establish and monitor work outcomes.
- Good understanding of the long-term objectives and goals.
- Strong ability to manage resources to achieve best outcome.

DELEGATION & AUTHORITY

- As set out in the relevant Delegations Schedule as approved and varied from time to time by the Council.

JOB REQUIREMENTS

- National Criminal History (Police) Clearance with no adverse findings.
- Work Health & Safety (WHS) Competencies and training requirements include:
 - Sun Smart UVR (induction)
 - Personal Protective Equipment (induction & every five (5) years)
 - Prevention of falls (induction & every two (2) years)
 - Hazardous Chemicals Awareness (induction & every five (5) years)
 - Electrical Safety (induction & every five (5) years)
 - Drugs & Alcohol Awareness (induction)
 - Environmental Hazards General Awareness (induction)
 - Heat Stress Awareness (every three (3) years)
 - Confined Spaces Awareness (every five (5) years)
 - Asbestos Containing Material Awareness (every five (5) years)
 - Isolated Worker Awareness (every three (3) years)
 - Hazardous Manual Tasks Awareness (induction)
 - Fatigue Awareness (every five (5) years)
 - White Card (induction)
- 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.
- Attend training courses and other relevant staff development courses and maintain competency levels.
- Complete duties as requested by a more senior officer.
- Complete duties within the timeframes allocated.



AGREEMENT:

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

APPROVED BY:

Mario Barone PSM
CHIEF EXECUTIVE OFFICER

Date

This Position & Person Description which reflects and describes the responsibilities, duties, skill requirements and the expected outputs and outcomes for the position of Project Manager, Civil has been read and agreed to by:

PROJECT MANAGER, CIVIL

Date

Our Values Behaviour Statements



Individual Behaviour

Our People

- I take responsibility for my own actions.
- I commit to being approachable, positive and contributing 100%.
- I am thoughtful, respectful and interested in others.

Working Together

- I offer praise and encouragement to my peers.
- I pull my own weight and willingly contribute to share the load.
- I commit to listening and being open to new ideas.

Leadership

- I am a role model and I demonstrate this in my daily behaviour.
- I make time for all others.
- I provide and am receptive to constructive feedback.

Excellence

- I take pride and ownership in my work.
- I aim to be the best I can be.
- I am willing to go above and beyond.

Integrity

- I am open, honest and reliable.
- I am respectful of others opinions.
- I am efficient, effective and outcome focused.

Service

- I understand and uphold the "big picture" service of our organisation.
- I am empathetic and adaptable to customer needs.
- I am willing to assist wherever possible.

Organisational Behaviour

Our People

- We engage with and have confidence in the ability of Our People.
- We appreciate differing work/life balance requirements.
- We encourage Our People to seek career-relevant opportunities for personal and professional development.

Working Together

- We are aware and respectful of individual skills, needs and abilities.
- We are committed to removing barriers and silos.
- Communication is a key element of effectively working together.

Leadership

- We offer support and encouragement.
- We are consistent in our leadership and sustainable decision-making.
- Our expectations are reasonable and we provide clear direction.

Excellence

- We recognise and celebrate high achievement and innovation.
- We are committed to the Australian Business Excellence Framework (ABEF).
- We seek and foster the best in Our People.

Integrity

- We offer a safe and supportive working environment.
- We are open, honest and transparent in all our business endeavours.
- We are the role model for our community.

Service

- We have the right people in the right jobs.
- We engage with our community to understand their needs.
- We are committed to best quality customer service.



City of
Norwood
Payneham
& St Peters

Service Behaviours and Capabilities

Our People demonstrate the following service behaviours and use the capabilities to train, develop and focus our skills to ensure we are equipped to provide excellent service

	Behaviours	Capabilities
One Council working together We believe that by working together seamlessly we provide an outstanding experience	• I will collaborate to get better outcomes • I will deliver in a mutually agreed timeframe • I will reflect on how my actions contribute to the whole experience	• Understanding of Systems Thinking and the impact of your actions and decisions • Role clarity and understanding your role and the role of others
Own the experience We know that service we provide is outstanding because each of us owns the whole experience from initiation to the outcome	• I will put myself in the customer's shoes which will guide my actions • I will be courageous to give the customer the best experience I can • I will follow up and follow through	• Ability to be courageous in addressing customers' needs and trying new solutions • Emotional intelligence • Ability to follow up the service through the system • Active listening skills
Bring my best We know that we impact the people we are serving so we choose a positive impact every time	• I will be professional and positive • I will ask for feedback and reflect on my service to improve • I will practice self-regulation, self-care and know when to ask for help	• Skilled in giving and receiving constructive feedback • A commitment to stay up to date in technical skills and knowledge • Employs strategies to maintain personal and professional resilience
Be adaptable We know who we are serving and adapt our style to deliver what they need	• I will ask enough questions to understand what service is needed • I will adjust my approach to suit the situation • I will be proactive, consider alternatives and creative solutions	• Skilled in being agile and adaptable • Ability to look for alternatives for best outcomes
Keep it simple We remove barriers and blockers that get in the way of outstanding service	• I will use language that is easy to understand • I will actively listen and stay focused on the situation at hand • I will offer relevant answers and solutions	• Ability to communicate well and use positive and constructive language