

PROJECT MANAGER, URBAN DESIGN & SPECIAL PROJECTS

POSITION & PERSON DESCRIPTION

January 2018



City of
Norwood
Payneham
& St Peters

GENERAL

Position & Person Descriptions form an important part of an integrated planning process to ensure that individual performance, and the required outputs and outcomes, align with the strategic and corporate directions of the City of Norwood Payneham & St Peters. 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: Chief Executive's Office

SECTION: Economic Development & Strategic Projects

UNIT: Strategic Projects

ORGANISATIONAL RELATIONSHIP: The Project Manager, Urban Design & Special Projects will report to the Manager, Economic Development & Strategic Projects

The Position is expected to work in collaboration with the Manager, Economic Development & Strategic Projects, the Strategic Projects Coordinator and the Economic Development Coordinators, as part of the Economic Development & Strategic Projects Section. In addition, this position is expected to develop and foster a close working relationship with all staff across the organisation, in order to deliver integrated project outcomes.

NO. OF 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 7



OVERVIEW

The position is responsible for the delivery of a broad range of strategic projects ranging from urban design, reserve and open space development, placemaking and place activation.

The role of the Project Manager, Urban Design & Special Projects is to ensure the delivery of a range of projects associated with recreation, open space, streetscapes urban design, placemaking and place activation. The position is expected to work both with a significant level of autonomy to deliver the requirements of the role and in a range of cross functional teams.

The Project Manager, Urban Design & Special Projects will provide significant input into the shaping of the City's recreation and open space assets.

As part of this role, the Project Manager, Urban Design & Special Projects is expected to manage the conceptualisation, planning, detailed design and delivery of 'special projects', as required.

The Project Manager, Urban Design & Special Projects is also expected to provide mentoring and guidance to other staff within the Economic Development & Strategic Projects Unit and other staff within the organisation, relating to recreation, open space, streetscapes urban design and placemaking.



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 a 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:

Our People	We are passionate, committed, empowered and accountable and we recognise the contribution of others.
Working Together	A positive team, we work collaboratively in an open, honest and transparent environment, supporting each other to get things done.
Leadership	Leading by example, we all live our values, inspire each other and deliver clear and consistent direction.
Excellence	We strive for excellence in everything we do and we encourage innovation and quality.
Integrity	We demonstrate respect and honesty in everything we do and always act in the best interests of our citizens and our community.
Service	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, Urban Design & Special Projects is required to:

- Develop and co-ordinate the implementation of recreation and open space planning, policies and strategies, including parks and gardens, streetscapes, placemaking, place activation and integrated urban design solutions.
- The project management of masterplans, strategies and policies.
- To provide technical support and advice in the delivery of capital projects involving recreation and open space development, streetscapes and integrated design.
- Co-ordinate and deliver effective community and stakeholder consultation and engagement as required.
- Undertake the conceptualisation and planning of projects, conduct appropriate negotiations and finalise required legal agreements with all stakeholders, in order to deliver the pre-implementation of 'special projects', which involve the Council's major assets.
- Prepare, administer and manage contract documentation and develop contracts, deeds and work agreements which are associated with 'special projects' aimed at the enhancement of the Council's major assets and undertake the relevant tendering processes associated with the planning phases of these special projects.
- Manage budgets for the area of responsibility.

KEY RESULT AREAS

- *Operational Responsibilities*
 1. Planning & Investigation
 2. Project Management (including Contract Management)
 3. Specialist Advice
- *Organisational Responsibilities*
 1. Corporate Governance
 2. Environmental Sustainability
 3. WHS and Injury Management
 4. Organisational Values



OPERATIONAL RESPONSIBILITIES Key Responsibilities & Key Tasks
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1. Planning & Investigating
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- Undertake research, planning and evaluation associated with recreation and open space, streetscapes urban design, placemaking and place activation projects as required.
- Prepare and implement strategies and planning policies for the provision and development of recreation and open space, streetscapes, placemaking and place activation projects.
- Develop concepts and masterplans for parks, reserves, streetscapes and special projects.
- Provide specialist advice in respect to recreation and open space planning and development.
- Coordinate the preparation of documentation for design and tender/construction of projects as required.
- Assist with the development of the Capital Works Program for the City's recreation and open spaces and streetscapes to ensure integrated design outcomes.
- Prepare reports and other documentation and conduct Elected Members' Workshops and Information Briefings as required.
- Respond to enquiries which are received from Elected Members, citizens, lessees and other relevant stakeholders relating to the delivery of "Special Projects".
- Provide mentoring and guidance and liaise closely with relevant staff on the development and delivery of major projects.

Performance Indicators

- Delivery of a range of strategic projects in accordance with approved timeframes and objectives.
- Effective communication with all stakeholders whereby enquiries are addressed in a timely and proficient manner.



2. Project Management (including Contract Management)

- Manage Special Projects relating to recreation, open space, streetscape design and placemaking.
- Coordinate the engagement of consultants, contractors and technical specialists for the purpose of delivering concept plans, strategies, policies and reports associated with Special Projects.
- Coordinate the engagement of lawyers and solicitors for the purposes of providing advice and developing legal documents, deeds, licences and works agreements associated with "Special Projects".
- Develop tender documentation and contract specifications, for the engagement of appropriate consultants and contractors, as required.
- Undertake the required assessment of tenders associated with the engagement of appropriate consultants and contractors.
- Manage and oversee the management of consultants and contractors, as required.
- Liaise with all relevant stakeholders including statutory authorities, for the delivery of projects and act as a first point of contact for these stakeholders regarding the same.
- Provide technical advice and input, as required, regarding strategic projects which may be managed by other staff regarding the enhancement of the Council's major recreation and open space assets.
- Act as the Council's Superintendent or manage the role of Superintendent for contracts entered into, as required.

Performance Indicators

- Delivery of projects in close collaboration with key staff to ensure the achievement of the Council's objectives and goals.
- Delivery of projects with a key focus and commitment on the highest quality of service, ensuring the best outcome for the Council within allocated resources.
- Preparation of tender documentation and specifications setting out clear goals and expectations for the engagement of suitably qualified consultants and contractors to deliver projects.
- Tender processes undertaken in line with the Council's procurement policies and procedures.
- Effective communication with all stakeholders regarding the development and delivery of projects.
- Accurate information provided for budget reporting processes.
- All the necessary and required obligation of the role of Superintendent are met and adhered to ensuring that the Council is not unnecessarily exposed to risk.
- Provide an effective and documented process for the management of all relevant contracts.



3. Technical & Specialist Advice

- Provide and manage the provision of specialist advice relating to the area of responsibility, as required.

Performance Indicator

- Advice is provided in an accurate and timely manner with clear and concise recommended solutions, which are feasible and effective, reflecting the Council's objectives and goals.



ORGANISATIONAL RESPONSIBILITIES

Key Responsibilities & Key Tasks

1. Corporate Governance

- Contribute to the development of Corporate and 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 (Australian Business Excellence Framework ABEF).
- Observe and uphold the Organisational Values and conduct all affairs in accordance with Our Values and Community Well-Being.

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.
- Organisational values (Our Values) observed at all times.
- Participation in all ABEF programs as required.

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

- 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-to-date 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

- Responsible for ensuring that the Organisational Values (Our Values) are observed 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

- Degree in Landscape Architecture /Urban Design or equivalent with eligibility for membership to the Australian Institute of Landscape Architects.
- Experience in landscape architecture, urban design, recreation and open space planning and a demonstrated ability in project management.
- Design management skills including the engagement and management of contracts.
- Experience working within a team to successfully manage multiple projects and deadlines.
- Experience and ability to mediate and negotiate positive outcomes with a range of community and political stakeholders.

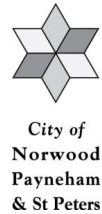
KNOWLEDGE

- A sound knowledge of current trends in the development of parks, recreational spaces and open spaces, placemaking and streetscapes.
- Knowledge of contract management, specification writing and tender processes.
- Knowledge of relevant Australian Standards and technical requirements for the design of public open space.
- Sound knowledge of construction techniques, products and materials, including the application of horticultural principles.
- Knowledge of the principles and application of project management.
- Knowledge of procurement, budgeting and financial management process.
- Comprehensive knowledge of and a high level ability to interpret and apply relevant Australian Standards, legislation, regulations, design guidelines and codes of practice relevant to the position.

SKILLS

- Ability to use Auto CAD, Adobe Suite, Sketch Up, Map Info, MS Office and other relevant computer applications.
- Proven ability in the development of innovative design solutions for landscape, urban design and recreation facility projects.
- Highly developed interpersonal and communications skills, including negotiation, consultation and conflict management skills.
- Excellent written and verbal communications skills and demonstrated ability to prepare concise and accurate reports and presentations.
- Ability to think critically, analytically and conceptually exercising initiative, making sound judgements, provide recommendations and devise appropriate and innovative solutions.
- Proven time management skills and the ability to plan and organise work ensuring stakeholder involvement, budgets and agreed timeframes are met.
- Ability to interpret and convey complex information to different audiences using a range of mediums.

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- Highly developed negotiation skills with a focus on best outcomes.
- Highly developed analytical and lateral thinking skills and ability to take initiative when required.
- Ability to undertake a significant scope of works and deliver complex and extensive projects.
- Ability to problem solve using methods and techniques based on sound judgement.
- Exceptional customer service skills and stakeholder engagement.
- Multi-tasking a range of projects concurrently.
- Ability to plan and manage a significant workload and think and act strategically.
- Highly developed time management, priority setting and organising own work with little supervision.
- Ability to implement and initiate change in area of responsibility.

EXPERIENCE

- Demonstrated experience in planning and managing recreation, open space and urban design projects and special projects.
- Demonstrated experience in strategic analysis.
- Demonstrated experience in preparing reports and information for community and decision making committees and/or Council or similar.
- Demonstrated experience in delivering public presentations.
- Demonstrated experience in leading and co-ordinating multi-skilled project teams.
- Experience in the preparation and management of consultancy briefs.
- Excellent understanding of procurement, tendering, contract management and contractor management and principles.

PERSONAL ATTRIBUTES

- Demonstrated ability to relate to and work with people of various backgrounds.
- Demonstrated ability to work in a team environment as well as the ability to operate as an independent specialist.
- Ability to establish and monitor work outcomes.
- Excellent understanding of the need to achieve long-term objectives and goals.
- Undertake duties with a heightened sense of innovation.
- Strong ability to make decisions as required with a continuous improvement philosophy.
- Demonstrated ability to be sensitive and responsive to local needs and areas of concern including those relating to cultural, social and environmental matters.

DELEGATION & AUTHORITY

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

JOB REQUIREMENTS

- National Criminal History (Police) Clearance.
- Completion of training and attainment of skills applicable to Award Classification.
- Attend training courses and other staff development sources and maintain competency levels.
- Complete duties as requested by a more senior officer than yourself.
- Complete duties within the timeframe/s designated.

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DATE POSITION CREATED: May 2015

DATE CURRENT INCUMBENT APPOINTED:

DATE CURRENT INCUMBENT TO COMMENCE:

EMPOWER REVIEW SCHEDULED FOR: Annually on anniversary of appointment

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, Urban Design & Special Projects.

APPROVED BY:

Mario Barone
Chief Executive Officer

Date

Keke Michalos
Acting Manager, Economic Development & Strategic Projects

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, Urban Design & Special Projects has been read and agreed to by

Project Manager, Urban Design & Special Projects

Date

Our Values Behaviour Statements

Individual Behaviour

Organisational Behaviour

Our People

We are passionate, committed, empowered and accountable and we recognise the contribution of others.

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.

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

A positive team, we work collaboratively in an open, honest and transparent environment, supporting each other to get things done.

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.

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

Leading by example, we all live our values, inspire each other and deliver clear and consistent direction.

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.

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 strive for excellence in everything we do and we encourage innovation and quality.

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.

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 demonstrate respect and honesty in everything we do and always act in the best interests of our citizens and our community.

Integrity

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

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 seek to improve quality of life for our citizens and our community and we treat all stakeholders with respect.

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.

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.



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