



City of
Norwood
Payneham
& St Peters

PROJECT MANAGER, CIVIL

POSITION & PERSON DESCRIPTION

April 2018

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: Urban Services

UNIT: City Assets

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

The Position is also expected to work in collaboration in close collaboration with key staff from within the Urban Services Department and other staff throughout the organisation in order to meet the objectives and goals of the position.

NO. OF DIRECT REPORTS: One (1) – Project Officer, Civil

**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 Project Manager, Civil has overall responsibility for the development and delivery of the Council's Annual Civil Infrastructure Capital Works Program (i.e. roads, footpaths and kerb & water tables) and the delivery of the Annual Drainage Program, inclusive of network enhancement designs and works.

The Project Manager, Civil is also responsible for the development of all relevant contract specifications and documentation, undertaking tender processes and assessment of tenders received and contract management of all projects involving the Council's civil infrastructure and drainage assets. The Project Manager, Civil is also required to manage and provide technical advice regarding Development Applications with respect to stormwater management, finished floor levels and entranceways. The person in this role is also required to manage and provide technical advice to the Council's City Services staff regarding the maintenance of the Council's civil infrastructure.

The Project Manager, Civil is also required to deliver and manage other special projects 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 the Civil Infrastructure Capital Works Program (i.e. roads, footpaths, kerb & water tables);
- oversee and manage the delivery of the Annual Drainage Program, inclusive of network enhancement designs and works;
- develop contract and tender documentation and specifications, undertake tender processes and assessments and manage contracts entered into as required;
- assist with on-going updates and reviews of the Council's Roads, Footpaths and Kerb & Water Table and Stormwater Infrastructure Asset Management Plans and implement projects and works relating to these on-going Plans;
- develop, monitor, review and manage the Annual Budget for the area of responsibility and report on all financial aspects of relevant projects, programs and contracts accordingly; and
- provide assistance with and manage the delivery of other special projects as required and as directed by the Manager, City Assets.

KEY RESULT AREAS

- *Operational Responsibilities*
 1. Annual Works Programs (Civil Infrastructure and Drainage)
 2. Project Management (Special Projects)
 3. Contract Management
 4. Technical and Specialist Advice
- *Organisational Responsibilities*
 1. Corporate Governance
 2. Environmental Sustainability
 3. Work Health & Safety and Injury Management
 4. Organisational Values

OPERATIONAL RESPONSIBILITIES

Key Responsibilities & Key Tasks

1. Annual Works Programs (Civil Infrastructure & Drainage)

- Oversee and manage the development and delivery of the Annual Civil Infrastructure Capital Works Program (i.e. roads, footpaths, kerb & water tables).
- Oversee and manage the delivery of the Annual Drainage Program, inclusive of network enhancement designs and works.
- Develop all tender documentation and specifications required for the engagement of appropriate consultants and contractors for the delivery of annual works programs.
- Undertake the required tender processes and tender assessment to engage appropriate consultants and contractors for the delivery of annual works programs.
- Manage engaged consultants and contractors accordingly for the delivery of annual programs.
- Act as the Council's Superintendent or manage the role of Superintendent in managing the Council's consultants and contractors for the delivery of annual works programs.
- Liaise with and manage liaison with all relevant stakeholders including statutory authorities, State Government agencies, citizens, community groups, clubs, lessees, etc, for the delivery of annual works programs and act as a first point of contact for these stakeholders regarding the same.
- Respond to and manage response to enquiries which are received from Elected Members, citizens, lessees and other stakeholders relating to the delivery of annual works programs.
- Develop, monitor, review and manage adopted budgets for the delivery of annual works programs.
- Prepare reports associated with annual works programs as required and as directed by the Manager, City Assets.
- Provide assistance with and manage the delivery of other work programs and as directed by the Manager, City Assets.

Performance Indicators

- Adopted programs are developed 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 the highest quality of service, ensuring a best outcome for the Council within allocated resources.
- Tender documentation and specifications set out clear goals and expectations for the engagement of suitably qualified and experienced consultants and contractors to deliver works programs.
- 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 that enquiries are addressed in a timely and proficient manner.
- Accurate information is provided for budget reporting processes.
- Reports drafted contain accurate information regarding the issue at hand and provides clear and concise recommendations for adoption.

2. Project Management (Special Projects)

- Provide assistance with and manage the delivery of other special projects as required and as directed by the Manager, City Assets.
- Develop tender documentation and specifications required for the engagement of appropriate consultants and contractors for the delivery of special projects.
- Undertake the required tender processes and tender assessments to engage appropriate consultants and contractors for the delivery of special projects.
- Act as the Council's Superintendent or manage the role of Superintendent in managing the Council's consultants and contractors for the delivery of special projects.
- Liaise with and manage liaison with all relevant stakeholders including statutory authorities, State Government agencies, citizens, community groups, clubs, lessees, etc, for the delivery of special projects and act as a first point of contact for these stakeholders regarding the same.
- Respond to and manage response to enquiries which are received from Elected Members, citizens, lessees and other stakeholders relating to the delivery of special projects.
- Develop, monitor, review and manage adopted budgets for the delivery of special projects.
- Prepare reports associated with special projects as required and as directed by the Manager, City Assets.

Performance Indicators

- Projects are scoped and delivered in close collaboration with staff of the Urban Services Department and other key staff ensuring that these projects are reflective of the Council's objectives.
- Projects delivered with a key focus and commitment the highest quality of service, ensuring a best outcome for the Council within allocated resources.
- Tender documentation and specifications set out clear goals and expectations for the engagement of suitably qualified and experienced consultants and contractors to deliver projects.
- 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 special projects and that enquiries are addressed in a timely and proficient manner.
- Accurate information is provided for budget reporting processes.
- Reports drafted contain accurate information regarding the issue at hand and provides clear and concise recommendations for adoption.

3. Contract Management

- Develop tender documentation and contract specifications, for the engagement of appropriate consultants and contractors as required.
- Undertake the necessary tender processes and assessment of tenders associated with the engagement of appropriate consultants and contractors.
- Act as the Council's Superintendent or manage the role of Superintendent for contracts entered into as required.
- Manage and oversee the management of the day-to-day operations of contracts as required.
- Review, update and amend consultancy services and contract documentation and scope of works as required.

Performance Indicators

- Tender documentation and specifications set out clear goals and expectations for the engagement of suitably qualified consultants and contractors.
- Tender processes are undertaken in accordance with the Council procurement policies and procedures.
- All the necessary and required obligations of the role of Superintendent are met and adhered to ensuring that the Council is not unnecessarily exposed to risk.
- Provide an effective and process for the management of all contracts.,
- Review the performance of service contractors to ensure their compliance with their contractual obligations and the Council's policies and procedures.

4. Technical and Specialist Advice

- Provide and manage the provision of technical and specialist advice to staff regarding Development Applications (i.e. stormwater management, finished floor levels, entranceways, etc).
- Provide and manage the provision of technical and specialist advice relating to general civil infrastructure and drainage matters to City Services staff and make recommendations as required.
- Provide technical advice to the Project Officer, Civil regarding the delivery of works programs and special projects for the area of responsibility.
- Provide and manage the provision of technical and specialist advice to staff in the Urban Services Department regarding the development of forward works programs and special projects.

Performance Indicators

- Advice is provided in an accurate and timely manner with clear and concise recommended solutions which are feasible and effective reflecting 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 organisations 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.
- Pursuant to the Local Government Act, Section 110, observe and uphold the Code of Conduct for Council Employees.

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 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.
- In addition to your obligations listed above, as a Team Leaders / Program Coordinator 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, 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.

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

- 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

- Tertiary qualifications in the form of a Degree in civil Engineering, Project Management, Construction Management or similar is essential.
- Extensive relevant experience (minimum five (5) years) in the management of civil infrastructure and drainage works programs and projects is essential.
- Class "C" South Australian Drivers Licence is 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 quality ability to interpret and apply Australian Standards, legislation, regulations, design guidelines and codes of practice relevant to the role.

SKILLS

- Excellent written, verbal and communication skills.
- Demonstrated ability to problem solving using methods and techniques based on sound judgment.
- Exceptional customer 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 supervise staff and establish and monitor work outcomes.
- Good understanding of the long-term objectives and goals.
- Strong ability to manage resources to achieve best outcome.

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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 Record (Police) Clearance
- Completion of training & attainment of skills applicable to Award Classification.
- Attend training courses and other relevant staff development sources and maintain competency levels.
- Complete duties as requested by a more senior officer than yourself.
- Complete duties within the timeframes allocated.

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DATE POSITION CREATED:

DATE CURRENT INCUMBENT APPOINTED:

DATE CURRENT INCUMBENT TO COMMENCE:

EMPOWER REVIEW SCHEDULED FOR:

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
Chief Executive Officer

Date

Peter Perilli
General Manager, Urban Services

Date

Claude Malak
Manager, City Assets

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

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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