

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Project Manager</b>
<b>Position Number:</b>	<b>10994</b>
<b>Directorate:</b>	<b>Strategic Projects &amp; Infrastructure</b>
<b>Department:</b>	<b>Infrastructure Projects</b>
<b>Reports to:</b>	<b>Manager Infrastructure Projects</b>
<b>Supervises:</b>	<b>Project Administration Officers</b>
<b>Agreement:</b>	<b>City of Karratha Enterprise Agreement 2021</b>
<b>Classification:</b>	<b>Level 8</b>

## 1. POSITION OVERVIEW

The Project Manager is responsible for effectively developing, managing and implementing project management plans for allocated major Infrastructure projects.

### 1.1 Position Objectives

- Implement and manage the design brief, consultancy briefs, design and documentation process for infrastructure projects.
- Prepare and implement tender and contract documentation, including management of contract administration, defects liability period, project acquittal, purchase order and progress claims for infrastructure projects.
- Provide project planning and technical advice to the Executive Management Team and other Departmental Managers/Coordinators in project development and implementation.
- Liaise effectively with relevant departmental staff, agencies and stakeholders to coordinate effective planning and delivery of designated infrastructure projects.
- Provide sound technical and project planning advice to improve, value add and ensure quality to designated projects within assigned timelines and budgets.

## 2. DUTIES & RESPONSIBILITIES

### 2.1 Project Administration

- Coordinate project administration of designated projects including investigations, feasibility studies and project work.
- Establish project programs and timetables to ensure that projects are undertaken in a timely manner.
- Assist administration with the preparation of grant applications and manage the funding process including the preparation of progress reports and acquittals as required.
- Coordinate the tender process for projects as required including the preparation of project briefs, tender documents and, associated advertising and tender evaluation and reporting.
- Undertake contract and procurement management for designated projects.
- Provide feedback on the progress of projects to all stakeholders including the Executive Management Group, Council, other staff, consultants, community groups and the general public through progress reports, agenda items and articles for Council's newsletters and website.

## 2.2 Project Working Groups

- In conjunction with the relevant manager/s, coordinate the establishment and operation of project working groups, as required, to facilitate input from specialist internal technical staff.
- Coordinate administration support for the project working groups including the scheduling of meetings and the preparation of agendas and minutes.
- Liaise with members of the project working groups and external consultants and contractors to ensure that communication channels are effective and that information is provided and tasks are completed in a timely manner.
- Assist in the preparation of funding applications through the provision of project relevant material including cost reports, concept plans, design reports etc.

## 2.3 Project Management

- Establish project programs in accordance with City Project Process including clearly defined scope, resourcing, risks, communications and timetables to ensure that projects are undertaken in a timely manner and outcomes are achieved.
- Responsible for financial management including the preparation, compilation and monitoring of project budgets.
- Oversee contract administration processes for consultants including Architects, Engineers, Builders, Quantity Surveyors, etc.
- Issue instructions on behalf of the City to contractors during construction works to achieve agreed outcomes.
- Manage project risks through considered planning and ongoing review.
- Escalate any project concerns with resolution options to the Project Director.

## 2.4 Occupational Health and Safety

Project Managers are responsible for ensuring that:

- Staff over whom they have line management responsibility are held accountable for performing the responsibilities and actions relevant to their position
- City policies and procedures relevant to safety are applied
- For activities for which the safety risk is significant, and there is no City procedure, safety risk assessments and associated safe work procedures are documented and enacted in accordance with the *OHS Risk Management Procedure*
- Workplace hazard inspections occur at least every 3 months at workplaces under their carriage. If there is a HSR for the workplace, ensure they are given adequate paid time and resources to complete the inspection
- The employees of the City are not exposed to hazards in their working environment
- Other roles and responsibilities outlined in the *OHS Management: Roles and Responsibilities*.

## 3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

### 3.1 Judgement and Problem Solving

- Ability to undertake detailed investigation through effective resourcing to develop timely and effective solutions to project situations.
- Ability to value add to project designs to improve quality, functionality, and reduced future maintenance costs within allocated budgets.
- Demonstrated ability to effectively resolve problems in design and construction.
- Developed risk management planning and effective mitigation implementation skills.
- Demonstrated ability to undertake financial management and budgeting.

### 3.2 Specialist Knowledge and Skills

- Highly developed verbal and written communication skills (including report writing) with a high level of attention to detail and accuracy.

- Developed best practice knowledge, skills and experience primarily in major Building and Civil related infrastructure design and construction projects. (Structural, Electrical, Hydraulic, Mechanical practical knowledge).
- Previous experience in local government Project Management (desirable).
- Working knowledge of Local Government infrastructure development and procurement practices (desirable).
- Detailed working knowledge of Occupational Health and Safety legislation and best practice systems for projects.
- Working knowledge of MS Office systems with operational knowledge of CAD systems advantageous.

### 3.3 Management Skills

- Highly developed project time management skills to ensure that projects are undertaken in a timely manner and outcomes are achieved within budgetary constraints.
- Demonstrated ability to work and manage a multi-disciplinary team to achieve quality design and construction outcomes.
- Highly developed contract management skills with demonstrated experience in contract administration using Australian Standard contracts.

### 3.4 Inter Personal Skills

- Highly developed interpersonal and negotiation skills to enable the effective communication with stakeholders and the coordination of multi-disciplined teams and external consultants.
- Ability to liaise with members of the project working groups and external consultants and contractors to ensure that communication channels are effective and that information is provided and tasks are completed in a timely manner.
- Effective staff coordination and liaison skills.

### 3.5 Qualifications and Experience

- Extensive experience in Project Management of major infrastructure projects
- Experience and knowledge in best practice Building Construction and associated civil works
- Tertiary construction or project management qualifications (desirable)
- Hold and maintain a current C class driver's licence
- Hold a Construction Industry White Card (OHS)
- Hold a National (or Federal) Police Clearance no more than 6 months' old

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**PD Approved by:**

**Supervisor:** .....  
(Print)

**Signature:** .....

**Employee:** .....  
(Print)

**Signature:** .....

**Date Appointed:** .....