

Position:	Project Manager
Agreement:	Surf Coast Shire Council Enterprise Agreement 2022 – 2025
Award Classification:	Band 6
Division:	Strategy and Effectiveness
Department:	Strategy and Program Delivery
Team:	Program Management Officer
Date Reviewed:	February 2025
Approved By:	General Manager/Manager
Current Incumbent:	VACANT

Surf Coast Shire Council Acknowledges the Wadawurrung People, and the Gulidjan and Gadubanud Peoples of the Eastern Maar nation as the Traditional Owners of the land we now call Surf Coast Shire. We pay our respects to their Elders past and present, and all other Aboriginal and Torres Strait Islander People who are part of our Surf Coast Shire community.

Our purpose, direction and approach were developed collaboratively by our people for our people.

As an employee of the Surf Coast Shire Council you are committing to work towards our purpose within our team by following our direction and living our approach.

Purpose, Direction and Approach

Council is committed to helping our community and environment to thrive. In order to do this we understand that we will be an innovative and flexible leader that values the strengths of others enabling our workplace to be a place where people can do their best and be proud of their achievements.

Our Approach guides us in the way that we work:

We Do What We Say

- We set clear expectations
- We are accountable for our actions
- We get things done

We See Opportunity

- We look for better ways
- We are open minded
- We learn from our experiences

We Work Together

- We value strengths and differences
- We seek to work with others
- We help people to succeed

We Make a Difference

- We proudly represent Surf Coast Shire Council
- We act with the future in mind
- We go the extra mile

Introduction of the work of the team

The Program Management Office is a unit within the Strategy and Program Delivery Department. It is responsible for leadership, analysis and support to deliver the program of capital and operational projects approved by Council. The unit has a team of project managers that are assigned a portfolio of projects, sponsored by a range of departments across the organisation.

POSITION OBJECTIVES

- Deliver assigned projects of low to medium complexity within the scope, time and budget specifications as outlined in any project documentation such as a project charter, project plan, project budget, communications and engagement plan.
- Report the project status and financial information as required on allocated projects.
- Effectively communicate with project teams and project stakeholders to ensure achievement of project outcomes and improve understanding, trust and collaboration.
- Ensure adequate resources are secured internally and externally to achieve project outcomes, including early identification and negotiation for additional resources when required.
- Support other project managers to deliver low complexity components of their projects and Department special projects as required.

ORGANISATIONAL RELATIONSHIPS

Reports to: Coordinator Project Management

Supervises: Not applicable

Internal Relationships: All employees and Councillors

External Relationships: A range of stakeholders, approvers and funding partners including residents, visitors, businesses, community groups, contractors, consultants, suppliers, authorities, agencies and government departments.

KEY RESPONSIBILITIES

- Ensure project charters have clear baseline parameters, describe benefits of undertaking the project identified by the Sponsoring Department to guide decision making, and operational planning is undertaken within or alongside the project to enable the service area to activate the product delivered and realise benefits.
- Manage projects in line with Council's Project Delivery Framework, ensuring scope, costs, and timelines are met.
- Develop, monitor and report on project finance, schedules, milestones, and progress to support project decision making.
- Co-opt and engage subject matter experts, staff, community members, contractors, and consultants as required.
- Ensure procurement and contract management activities are undertaken in accordance with Council policies, and specifications are developed with relevant subject matter expertise and stakeholder input, and are consistent with requirements approved by Project Sponsors.
- Administer project contracts to ensure conformance with specifications and performance against contractual requirements to manage risk and deliver project requirements.
- Coordinate and implement risk management, communications, and engagement plans.
- Supervise and monitor the performance of consultants, contractors, and project team members.
- Report on the project status, including financial status, to support project decision making and progress.
- Manage project resources, budgets, and procurement activities.
- This role may require occasional work outside regular office hours including weekday evenings and weekends to support community engagement or project delivery activities for assigned projects, if required.

OUR APPROACH

ACCOUNTABILITY & EXTENT OF AUTHORITY

- Be responsible for timely, accurate and efficient production of correspondence and reports.
- Responsible for developing, monitoring and delivering projects within budget and other key indicators for area of responsibility.
- Financial delegations in accordance with Surf Coast Shire Chart of Authorities.
- Assist in the development of plans, strategies and policies for recommendation to Management.
- Create and capture accurate records of the business activities and decisions related to the projects, in accordance with approved policy and procedures.
- Coordinate various project elements through structured project management processes.
- Operate in accordance with Council policies and directions under guidance from the Coordinator Project Management.
- Supervise contractors or consultants assisting the delivery of the project.
- Engage with key project internal and external stakeholders throughout the project.
- Secure required approvals from various Project Sponsors.

JUDGEMENT AND DECISION MAKING

- Provide accurate advice and make informed decisions based on up to date knowledge and information.
- Develop solutions to problems using technical knowledge and innovations, while being aware of any resource constraints.
- Problem solving may involve identification and analysis of an unspecified range of options.
- Ability to identify risks and issues, analyse, recommend solutions and resolve accordingly, including seeking advice from Coordinator Project management.
- Make suggestions for continuous improvement of methods, procedures and processes.
- Work independently to progress the delivery of the project, seeking assistance from the Coordinator Project Management, Project Owner / Service Manager or Project Sponsor in accordance with identified project responsibilities and delegations.
- Ability to report the project status to the Project Sponsor on a fortnightly/ monthly basis.

SPECIALIST SKILLS AND KNOWLEDGE

- Demonstrated skills in successfully delivering low to medium complexity capital or operational projects including project scoping, cost estimating, project scheduling / planning, securing approvals, progress reporting, stakeholder management.
- Well-developed organisational and administrative skills.
- Ability / experience in developing and implementing project documentation such as project charters, consultant briefs, communications and engagement plans.
- Ability to supervise contractors and consultants including contract administration.
- Support the Project Sponsor to facilitate Project Control Group meetings, community consultation and stakeholder engagement activities.
- Well-developed listening and verbal communications skills.
- Experience in working on cross-organisation projects is desirable.

MANAGEMENT SKILLS

- Ability to work independently and effectively operate and achieve objectives within a specified timeframe.
- Well-developed conceptual and analytical skills.
- Ability to communicate to project stakeholders.
- Ability to multitask and deliver several projects/tasks at the same time.
- Ability to coordinate resources outside of the positions control for the purposes of delivering the project.
- Ability to effectively plan, prioritise and manage own time to achieve targets within a set timetable.
- Ability to effectively plan and prioritise project activities to be achieved within a set timetable.
- Ability to work under pressure and meet deadlines.
- Ability to demonstrate Council's 'Approach' of We do what we say, we work together, we see opportunity, we make a difference in all aspects of the position.

INTERPERSONAL SKILLS

- Well-developed interpersonal skills.
- Flexibility and willingness to display teamwork.
- Ability to function as a member of a multi-disciplinary team and build relationships and partnerships.
- Ability to liaise with people within the organisation to resolve problems.
- Ability to liaise with local communities and stakeholders.
- Well-developed oral and written communication skills with the ability to prepare reports and liaise with stakeholder groups.

KEY SELECTION CRITERIA

Qualifications and Experience

- Tertiary qualification or relevant experience in project management or a related discipline.
- Ability to develop and apply project tools including project charters, project scheduling / planning, financial status reports, risk registers, stakeholder engagement plans and related project documentation
- Experience in the use of judgement to enable quality decision making within a project management context.
- Demonstrated problem solving skills.
- Demonstrated ability to work independently and as part of a team, often working to strict deadlines.
- Well-developed communication skills including the ability to engage with project stakeholders and prepare reports.
- Experience/ knowledge of working in a Local Government environment.
- Experience in delivering projects in a complex environment.
- Experience in working in cross-organisational projects.

Position description

Other requirements

- Current Victorian driver's licence.
- You have the Right to live and work in Australia.
- A current Working with Children Check (WWCC). All positions within Council are required to have a current WWCC. All prospective employees cannot commence work with Council until they have a valid WWCC.
- Police Check results that are suitable for this position. All prospective employees will be required to undertake a national and/or international criminal history check before commencing employment with Council. This check will be conducted and paid for by Council.

ORGANISATIONAL RESPONSIBILITIES

Child Safe Standards	Surf Coast Shire Council is committed to being a Child Safe Organisation where children and young people are protected, respected, and encouraged to reach their full potential. The Victorian Child Safe Standards are embedded across the organisation, our policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005.
Equal Opportunity	Surf Coast Shire Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, gender, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.
Fraud and Corruption	To ensure Council's Fraud & Corruption policy and program are consistently observed and complied with, it is essential to apply sound fraud and corruption management practices within the workplace and community. Maintaining awareness through relevant training is crucial for all staff to meet their obligations and responsibilities related to fraud and corruption. Participation in the organisation's Fraud & Corruption training is a requirement to uphold these standards.
Record Keeping	Staff are required by legislation and internal policies to create full and accurate records that document official business activities of council.
Right to disconnect	In accordance with the new Australian right to disconnect legislation, this role acknowledges the importance of work-life balance and the employee's right to disconnect from work outside of regular working hours. However, and in addition to any obligations listed above, there may be occasional requirements to be available to take calls after hours or on weekends to address urgent matters or critical issues that arise.
Risk Management and Workplace Health & Safety	Ensure that work practices are conducted in line with Council's Workplace Health and Safety and Risk management policies, practices and relevant legislation. Observe safe work processes in accordance with training and instruction reporting any risks, hazards and incidents in a timely manner using the correct channels of communication.

To apply for this role please use the links on the 'Employment Opportunities' page of our website. To be considered for this opportunity candidates must address the Key Selection Criteria and follow the instructions listed in the Employment Application Guide.