

<b>Position:</b>	<b>Senior Project Manager</b>
<b>Agreement:</b>	Surf Coast Shire Council Enterprise Agreement 2022 – 2025
<b>Award Classification:</b>	Band 7
<b>Division:</b>	Strategy and Effectiveness
<b>Department:</b>	Strategy and Program Delivery
<b>Team:</b>	Program Management Office
<b>Date Reviewed:</b>	March 2025
<b>Approved By:</b>	General Manager/Manager
<b>Current Incumbent:</b>	<b>VACANT</b>

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

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## **OUR APPROACH**

*We do what we say We work together We see opportunity We make a difference*

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## Position description

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The Program Management Office (PMO) is a unit within the Strategy and Program Delivery Department. The PMO 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 specialist project managers that are assigned a portfolio of projects, sponsored by a range of departments across the organisation. Project Managers support Project Sponsors to deliver their projects with guidance, advice and execution of the project to minimise risk and maximise positive outcomes, within the parameters set for the project.

### POSITION OBJECTIVES

- Deliver allocated projects within the agreed scope, time and budget parameters and objectives as outlined in any project documentation such as a project charter, project plan, project budget, communications and engagement plan, and in accordance with the Surf Coast Shire Council Project Framework.
- Provide leadership and advice to project teams about project management best practice, governance and control to minimise risk and maximise successful project outcomes.
- Ensure effective communication with internal and external project stakeholders to achieve project outcomes.
- Ensure adequate resources are secured internally and externally to achieve project outcomes, including early identification and negotiation for additional resources when 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, monitor and record the performance of consultants, contractors, and project team members.
- Manage project resources and budgets including accurate forecasting.
- 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.

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## **ACCOUNTABILITY & EXTENT OF AUTHORITY**

- Deliver assigned projects within parameters for scope / quality, cost and time.
- Apply professional knowledge and experience in managing the project including analysis of options and development of recommendations.
- Coordinate various project elements through structured project management processes.
- Report on project and financial status of projects.
- Day to day management, organisation and delivery of projects.
- Manage contractors or consultants assisting the delivery of the project.
- Ensure key project internal and external stakeholders are engaged throughout the project.
- Prepare project planning documents.
- Create and capture accurate records of the business activities and decision related to the projects, in accordance with approved policy and procedures.
- Expend funds in accordance with budgets and delegated expenditure authority and in accordance with Councils purchasing policies and procedures.
- Secure required approvals from various Project Sponsors.
- Coordinate and implement procurement processes.
- Participate in tendering processes as required.
- Financial delegations in accordance with Surf Coast Shire Chart of Authorities.

## **JUDGEMENT AND DECISION MAKING**

- Assist in the assessment and analysis of tender submissions including preparing reports to recommend the award of contracts.
- Deliver projects within time and budget including the recommendation of any contract variations for approval.
- Monitor cash flow and expenditures on projects.
- Investigate and advise internal and external customers of actions to be taken in regard to complaints or concerns.
- Ability to identify risks and issues, analyse and resolve problems using technical knowledge and innovations, while being aware of any resource constraints.
- Ability to work independently and show initiative in new and unexpected situations.
- Guidance and advice is not always readily available.
- Make recommendations for continuous improvement and adopt new methods, procedures and processes.
- Work independently to progress delivery of the project seeking assistance only when required from the Coordinator Project Management, Project Sponsor or Project Owner / Service Manager.

## **SPECIALIST SKILLS AND KNOWLEDGE**

- Demonstrated skills in managing and successfully delivering capital or operational projects including project scoping, cost estimating / budgeting, project scheduling / planning, securing approvals, progress reporting, change management and stakeholder management.
- Ability / experience in developing and implementing project documentation such as project charters, consultant briefs, communications and engagement plans.
- Ability to facilitate project meetings, community consultation and stakeholder engagement activities.
- Experience in managing and reporting project budgets.
- A high level of understanding of, and ability to apply relevant legislation, policies, procedures, standards and regulations, including those relating to Occupational Health and Safety.
- Preparation of tender documents.
- Ability to manage contractors and consultants including contract administration.
- Demonstrated experience in word processing, spreadsheets databases and project management software particularly using the Microsoft Office suite of applications.
- Well-developed problem solving skills.
- Excellent listening and verbal communication skills.
- Highly developed relationship management skills and experience in working on cross-organisation projects.

## **MANAGEMENT SKILLS**

- Effectively plan, organise and manage own time to achieve targets within a set timetable.
- Work with contractors and consultants to achieve project timeframes and budgets.
- Ability to work autonomously and effectively operate and achieve objectives within a specified timeframe.
- Well-developed conceptual and analytical skills.
- Ability to communicate to project stakeholders.
- Strong motivational skills.
- Ability to multi-task and manage several projects at the same time.
- Ability to manage resources outside the position's control for the purpose of delivering the project.
- Ability to work under pressure and meet deadlines.
- Make decisions while working with a minimum of supervision.

## **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 in the organisation to resolve problems.
- Ability to engage and work collaboratively with local communities and stakeholders.

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## **OUR APPROACH**

### **Position description**

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- Well-developed oral and written communication skills with the ability to prepare reports and liaise with stakeholder groups.
- Communication skills to be applied when dealing with contractors, general public, service authorities, and other employees to gain cooperation and assistance.

## **KEY SELECTION CRITERIA**

### **Qualifications and Experience**

- Degree qualification in Construction Management or Civil Engineering (or equivalent) or substantial experience in building, civil infrastructure design, construction or engineering project / contractor management.
- Demonstrated experience in project management.
- Demonstrated experience in contract administration.
- Developed project management skills, including financial and time management skills and the ability to contribute to a successful team.
- Ability to develop and apply project tools including project charters, project scheduling / planning, budgets, risk management, stakeholder engagement plans and related project documentation.
- Demonstrated experience in the use of judgement to enable quality decision making within a project management context.
- Demonstrated strategic thinking and problem solving skills.
- Demonstrated ability to work independently and as part of a team, often working to strict deadlines.
- Demonstrated ability in supervising and managing staff and contractors in the achievement of project objectives.
- Well-developed communication skills including the ability to engage with project stakeholders and prepare reports that communicate accurate, succinct and easily understood information.
- Strong relationship management skills and experience in working in cross-organisational projects.
- Experience in a Local Government environment.
- Experience in delivering projects in a complex environment.

### **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**

<b>Child Safe Standards</b>	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.
<b>Equal Opportunity</b>	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.
<b>Fraud and Corruption</b>	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.
<b>Record Keeping</b>	Staff are required by legislation and internal policies to create full and accurate records that document official business activities of council.
<b>Right to disconnect</b>	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.
<b>Risk Management and Workplace Health &amp; Safety</b>	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.