

Position Description

POSITION TITLE:	Strategic Project Manager
POSITION NO:	NEW
DIRECTORATE:	Community Life
DEPARTMENT:	Creative Communities
SECTION:	Project
CLASSIFICATION:	Band 8
LOCATION:	Civic Centre, Footscray
DATE:	March 2025

ORGANISATIONAL RELATIONSHIPS

Reports to:

Supervises: Project working groups

Internal Liaisons: Community Life Directorate departments, Project Management, Capital Works, all Council employees.

External Liaisons: State, Federal Government Departments & Agencies, Peak Governance Bodies, other LGA's (Neighbouring and Interface Councils), Local community groups and residents Consultants and contractors

ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

Respect	The promotion of inclusiveness, empathy, communication, good will.
Courage	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
Integrity	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

PRIMARY OBJECTIVES OF POSITION:

Lead and coordinate identified strategic projects in relation to the planning, design and management of community facilities. This involves project management, working group coordination, stakeholder management and community engagement, planning and support for large-scale change.

DUTIES AND RESPONSIBILITIES

- In collaboration with the PMO, Project Sponsor and Service Manager, lead the management of identified projects (from planning to project handover), including project consultation/liaison, coordination of project and stakeholder-based working group meetings, design review, tender review, and project completion.
- Lead and manage the development of Project documentation consistent with the Project Management Framework (PMF) to support the planning and delivery of identified community facilities.

- In collaboration with the Service Manager, lead the submission, reporting and acquittal of appropriate funding opportunities that support identified projects.
- Manage and monitor relevant budgets, expenditure and grants to ensure value for Council investment.
- Establish and lead relevant Project Working Groups that support capital, operational readiness and benefit delivery aspects of identified projects and provide support to relevant Project Control Groups or other relevant governance mechanisms.
- Establish strong partnerships with key internal and external stakeholders that manage expectations, provide clear communication and establishes strong project outcomes.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

Organisational Responsibilities:

- Comply with the requirements of applicable Child Safety legislation such as the Child Wellbeing and Safety Act 2005 (Vic), Crimes Act 1958 (Vic), Children, Youth and Families Act 2005 (Vic), and Working with Children Act 2005 (Vic). Comply with Council's Child Safe Standards and Reportable Conduct Policy and assist Council to achieve a prevention focused, proactive and participatory approach to achieving and maintaining Child Safety.
- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve one's own safety and the safety of those around while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Development and interpretation of policy within the context and delegations of the role.
- Achievement of the project's goals within agreed budgetary, time and quality constraints.
- Freedom to act is governed by policies, objectives, and budgets with a regular reporting mechanism to ensure achievement of goals and adherence to budget.
- Decisions and actions may have an effect on public perception of the wider organisation.
- Adopt a proactive risk management approach to all Council activities that the position is responsible for and ensure that risks are identified, quantified, and controlled.
- Identify and implement mechanisms to ensure Council's governance and legislative obligations are met.

JUDGEMENT AND DECISION MAKING

- Ability to make decisions regarding policies, procedures and matters under the role's responsibility, provided that these are within delegated authority, legislative requirements, established policy or recognised standards.
- Strategic thinking, with ability to recognise problems and use initiative to identify and implement solutions within a wide unspecified range of options.

- Contribute to the development and adaptation of relevant policies, procedures and recognised standards.
- Ability to promptly respond to changed circumstances and make sound decisions to ensure the ongoing and efficient functioning of the team.
- Exercise discretion and confidentiality as required.

SPECIALIST SKILLS AND KNOWLEDGE

- Successful track record in identifying and initiating strategic alliances and partnerships to deliver Community facilities that respond to the needs of the community.
- Highly developed interpersonal, facilitation, negotiation and engagement skills, and the ability to represent Council to all levels of government, private and community-sector industry, and local communities
- Provision of expert advice within the context and delegation of the role.
- Well-developed financial skills including budget formulation and monitoring.
- Ability to develop and produce comprehensive project and program reports.
- Ability to act as an internal consultant to all areas in the organisation within the area expertise.
- Highly developed analytical and investigative skills
- A thorough understanding of the long-term goals of the wider organisation and local government environment and of the legal and socio-economic and political context in which it operates.

MANAGEMENT SKILLS

- Ability to set priorities, plan and organise own work and when required, the work of any direct reports, to achieve team and organisational objectives within a set timeframe, despite conflicting pressures.
- Leadership and supervision of employees or tertiary qualified employees with extensive experience.
- Strong leadership, supervisory and motivational skills to support own team and other employees and provide on the job training and guidance.
- Performance management of team including the completion of quality audits to determine organisational need and opportunities for employee development.
- Responsible for compliance with the employers and employee's duty of care with respect to Occupational Health and Safety legislation and risk management requirements
- Ability to effectively apply and embody personnel policies and procedures including Equal Employment Opportunity and Occupations Health and Safety, Recruitment, L&D etc.
- Understanding and effective dissemination to the team of their long term goals and their alignment with Council's objectives.
- Ability to be flexible and responsive to meet the changing priorities of the organisation and the community.

INTERPERSONAL SKILLS

- Strong communication skills to write detailed and non-standard reports and correspondence, and the comprehension skills to interpret, proof-read and review detailed reports and written material of others.
- Strong skills in the presentation and delivery of reports to Senior Management, Executive, Councillors and other stakeholders as required.
- Strong skills in liaising effectively with counterparts in other organisations to discuss and resolve specialist problems, and with other employees within their own organisation to resolve intra-organisational problems.
- Ability to persuade, negotiate, gain cooperation and assistance from employees, management, clients, members of the public and other organisations to achieve defined objectives.
- Strong ability to lead, motivate and develop other members of staff.
- Ability to discuss and resolve issues with all levels of staff.

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- Ability to negotiate with counterparts in other units or organisations to discuss and resolve problems.
- Excellent communication skills and the ability to write and present reports on complex matters.

QUALIFICATIONS AND EXPERIENCE

Mandatory:

- Post-Graduate qualifications in Project Management, Architecture, Strategic Planning or lesser qualification with extensive experience in a similar role.
- Experience in the leadership, planning and management of facilities projects.
- Current Victorian Drivers Licence.
- Current Working with Children Check.
- No relevant criminal record found in a Police Check.

Desirable:

- Experience in working within a Project Management Framework.
- Experience working in local government.

KEY SELECTION CRITERIA

- Mandatory qualifications and experience as outlined above.
- Demonstrated significant project management experience and delivery success within a complex governance and operating environment.
- Proven ability to engage and guide leaders and staff through large-scale change.
- Demonstrated experience identifying, engaging and managing strategic stakeholder relationships and building a coalition of support within a complex, changing environment.
- Demonstrated high level experience in using community engagement principles and practices to collaboratively develop and deliver strategies in partnership with key stakeholders.
- Excellent communication, facilitation and interpersonal skills, including extensive experience in preparing and presenting high quality written and verbal reports to a variety of audiences.

CONDITIONS OF EMPLOYMENT: In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee:

Date:

Manager/
Coordinator:.....

Date: