



Position Description

Line Manager

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| Position Title | Senior Project Manager |
| Section | Project Delivery |
| Division | Infrastructure |
| Reports to | Group Manager Project Delivery |
| Grade | 19 |
| Direct Reports | Up to 10 |
| Indirect Reports | Up to 40 Day Labour staff plus Contractors |

Position purpose

As part of the Project Delivery section senior leadership group, manage and deliver programs and projects within the Project Delivery Section portfolio in accordance with Council's key focus area objectives, delivery plan targets and performance measures.

Strategic responsibilities

Action the strategic direction of Council, by ensuring programs and projects support the sustainable achievement of Council objectives

Manage team plans and budgets, to ensure organisational priorities, goals and objectives are met

Apply understanding of political, social and legal influences in conjunction with organisational culture to all initiatives and actions

Provide best practice and timely advice to the Group Manager and Director

Organisational responsibilities

Model Council's organisational values and related behaviours, at all times setting a strong example for the team

Work across Council to encourage cross-divisional cooperation and collaboration to achieve best value for money and high quality outcomes for the community, including promoting an enhanced awareness of team functions

Apply organisational policies and procedures in day to day work

Support Council to build an enhanced reputation of proactive communication and interaction with community members and stakeholders



Team responsibilities

Ensure your team's functions are delivering on the Community Strategic Plan, Delivery Program and Operational Plan

Recommend changes to Council policy / practice in order to more effectively deliver on community strategic plan priorities

Review team and individual performance through the Employee Engagement Process

Promote system improvements within the team, to support the delivery of effective, high quality, targeted and best value services

Provide consistent and decisive leadership to the team

Develop, mentor, coach and empower staff to build a high -performance team culture

Implement effective, efficient and sustainable management practices for the human, physical, financial and information resources of the team

Other position specific responsibilities

Manage, develop and deliver Projects, and Programs, including internal and external resources in support of Asset owners / project sponsors. Supporting the asset classes of:

- Roads, Bridges and Culverts
- Footpath and Cycle ways
- Water Supply assets
- Sewerage system assets
- Buildings and Recreation assets
- Stormwater and Drainage assets
- Waste and Environmental Services assets
- Airport and other internal business assets

Work closely with project sponsors to ensure a high quality, efficient and reliable level of project/program management support is provided to all asset classes.

Lead, develop, grow and supervise Project Delivery Section staff including Project Managers, Works Engineers, Assist Works Engineers, Designers, Draftsmen, Surveyors, Contract Administrators and Administration staff.

Assist in the investigation and development of specific annual capital works programs and priorities across the organisation.

Deliver all projects in accordance with the adopted Project Management Framework/Processes ensuring an end to end continuity from inception through to completion.

Support the management of the day to day operations of the Project Delivery Group within the allocated staff and budgetary constraints and on a basis, which seeks to be competitive with external providers.

Provide support to other Senior Project Managers and other sections of council in the delivery of the Operational Plan activities that require interface or contribution with the Project Delivery Group.



Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values-based behaviours will form the basis for individual employee performance assessments.

As a manager, you are expected to demonstrate the behaviours required of non-supervisory employees and supervisors / team leaders / coordinators, in addition to those outlined below.

Values-based behaviour for Executive Group, Group Management & Line Management

Values

Expected Behaviour

Communication

- I provide and accept regular, valid and objective feedback in relation to individual performance
- I share strategic direction and information with my team in a timely manner
- I actively listen to my staff and stakeholders, and act as required
- I define and clearly communicate roles and responsibilities to achieve team outcomes

Accountability

- I drive a culture of achievement and acknowledge input of others
- I take ownership for the delivery of my areas of responsibility
- I am responsible and timely in my decision-making
- I accept my WHS responsibilities, promote WHS across all areas in Council, and ensure my team are actioning their WHS responsibilities

Professionalism

- I promote Council's strategic direction and show the way to achieve it
- I uphold and support management's position on issues
- I use feedback to enhance my own performance
- I raise critical issues and make tough decisions

Integrity

- I model Council's organisational values and related behaviours at all times
- I am open and honest in all my business activities and consider all views
- I ensure that my people behave in a consistent manner
- I create an environment where staff can speak up and speak out

Teamwork

- I mentor and coach my team
- I work collaboratively across the organisation, and encourage my team to do the same
- I foster an environment where team members feel comfortable to participate, and where ideas are valued
- I build a culture of respect and understanding across the organisation



Document Endorsement

Date 08/04/19

Group Manager Project Delivery

Date 10/4/2019

Director Infrastructure - J SHARP

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name _____

Employee Signature _____

Date _____