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# Project Manager

## OPAN

Position description

December 2020

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**Pyrenees**  
Shire Council



Ararat Rural City



## Position description

<b>Position title</b>	Project Manager OPAN
<b>Classification</b>	Band 8
<b>Department</b>	CEO Office
<b>Establishment Number</b>	OPAN01

## Context

The *Opportunities Pyrenees Ararat Northern Grampians* (OPAN) Project will focus on four key issues affecting our communities; workforce planning, housing demand, migration and transport services.

**Workforce Planning** – Existing workforce shortages, and projected future shortages were known for key employers in the period 2016 to 2018 through the engagement work that Regional Development Victoria and the three councils had undertaken with industry. Detailed workforce planning is required at a deeper level to fully understand the current and future workforce needs for all business sectors, in order to inform the best response to take in the areas of Migration, Housing Demand and Transport needs.

**Housing Demand** – Housing markets across the OPAN project area are relatively tight, and while some rental capacity exists in key locations including Ararat, Stawell and Beaufort, there is not enough housing stock to cater for the influx of people that are required to fill vacancies. Further to the lack of available stock, the quality and variety of housing is limited. Once the future workforce needs for the region are known through the Workforce Planning element of the OPAN project, the focus will then be on understanding the existing housing capacity and determining the current and future housing demand. The Councils can then develop strategies and plans to activate new housing stock and to support population growth.

**Migration Opportunities** – The populations of the Ararat and Pyrenees LGAs are forecast to have negligible growth, and Northern Grampians LGA is forecast to decline by 10.7% by 2036, (Victoria in Future 2019). A jobs boom is anticipated in these LGAs, created by local business expansions, major new projects and COVID-19 economic recovery initiatives. These could provide an opportunity to turn this trend of population stagnation and decline around. In order for our communities and local economies to grow and thrive, we need net migration into the region by attracting and retaining workers and their families from elsewhere. But there is a lack of awareness of the job opportunities in this region, and there is currently a lack of housing to accommodate new residents.

**Transport Services** – Existing transport services (bus and rail) do not meet the needs of employers looking to fill existing chronic vacancies by bringing workers into the region from neighboring regional centres such as Ballarat, Maryborough and Horsham. Further to that, the location of some major employers and upcoming projects are not serviced at all by public transport services, making it difficult for employees without cars to access new job opportunities. The overall limited public transport availability and connectivity within the region is generally a disincentive to people considering relocating to the area.

## COVID-19 Impacts and Recovery

The monthly unemployment rate in the Victorian North West Statistical Area 4 (SA4) is 2.7% in October 2020, 1.1% lower than in October 2019. This region includes the Ararat Rural City and the Northern Grampians Shire LGAs. The unemployment rate in the Ballarat SA4 appears to have been more severely impacted by COVID-19, this region includes the Pyrenees LGA. The unemployment rate reached a peak of 9.7% in August 2020 and remains relatively high at 7.8% in October 2020. This is 4.9% higher than in October 2019. The challenges that the OPAN LGAs faced prior to COVID-19 largely still remain. This project therefore has the potential to address existing challenges as well as contribute towards the economic recovery out of

COVID-19 by potentially unlocking housing construction activity and supporting regional economies in the long term through population growth.

### **Position objectives**

To work across the three Local Government Authorities (Pyrenees Shire Council, Ararat Rural City Council and Northern Grampians Shire Council), Victorian Government and Federal Government to deliver on key projects and maximise the benefits for the community.

### **Key responsibility areas**

- Act as a conduit between all stakeholders to maximise the benefits for the communities of Pyrenees, Ararat and Northern Grampians.
- Deliver key programs and projects in line with timelines and funding requirements such as:
  - Oversee and project manage the development and delivery of a workforce analysis piece for the region, identifying all existing vacancies, and likely future vacancies out to five years.
  - Oversee and project manage the development and delivery of a housing demand and activation plan to support the three OPAN councils to service an incoming workforce of more than 1000 people, and their families.
  - Identify and work to deliver improved transport connections between settlement locations and employment precincts, and completion of a transport study and future options report to address workforce movements in order to better support employment within the region.
  - Identify, facilitate and support activities that attract new residents to the region to fill vacancies.
- Work in collaboration with council media teams to prepare regular media releases, statements and council websites to inform and engage the community on the projects activities
- Engage directly with, organise and coordinate industry, employer, real estate, community and other stakeholder engagement activities and events with project contractors in order to deliver the key programs and projects above.
- Build relationships and work in partnership with key council officers to develop plans to address and implement the outcomes of the above key programs and projects once the OPAN project is completed.
- Advise the Project Control Group (PCG) in the planning of community engagement on operational projects to ensure high quality and consistent outcomes.
- Liaise with the PCG to ensure key priority developments are delivered.
- Perform as directed, other duties that are within the limits of the incumbents' skill, competence and training.

### **Organisational relationship**

Reports to	Project Control Group (PCG) (Chief Executive Officer of Pyrenees Shire Council, Ararat Rural City Council and Northern Grampians Shire Council.)
Manages	Nil
External relationships	State Government, Federal Government, other LGA's, clients, contractors, communities, and other service providers.
Internal relationships	Employees and management across Pyrenees, Ararat and Northern Grampians Councils.

### **Accountability and extent of authority**

- Provision of high level of advice and accurate reporting to the PCG.
- Assuring the quality of work performed and tasks are performed in an efficient, effective, and accountable manner.
- Undertake delegated authority in accordance with Council policy.
- Freedom to act is governed by objectives and/or budgets reporting to the PCG.

## **Judgement and decision making**

- Make recommendations for key projects around workforce planning, migration, housing and transport.
- Use initiative and sound judgement within the area of professional expertise and in accordance with the approved work plan, legislation, policies and procedures.
- New situations and or complex issues will be presented that will require the incumbent to apply a degree of creativity, originality and common sense.
- Ability to adapt to changing work requirements, and work under pressure.
- Problems are occasionally of a complex nature with solutions not related to previously encountered situations.

## **Specialist skills and knowledge**

- Understanding of and practice in engaging and working with communities, government departments and community agencies.
- Demonstrated experience in research and strategy development.
- Sound understanding of the long term goals of the organisation and relevant organisational policies and procedures.
- Sound administration skills, including use of information technology to support project delivery.

## **Management skills**

- The ability to work in a collaborative and engaging way and across different Councils and in different communities.
- Highly developed organisational and administrative skills as well as excellent time management skills including the ability to identify workload priorities and meet deadlines.
- Demonstrated ability to plan, prioritise and organise work to achieve specific and set objectives within the available resources.

## **Interpersonal skills**

- The ability to develop and establish relationships with a range of community groups and associated government departments and/or associations.
- Demonstrated ability to communicate effectively, gain cooperation and influence a broad range of individuals, groups, organisations and stakeholders.
- Demonstrated written and verbal communication skills with the ability to resolve problems innovatively.
- Capacity to develop networks with relevant external organisations.
- Demonstrated ability to maintain confidentiality.

## **Qualifications and experience**

- Tertiary qualifications in facilitation, engagement, business development, community development, business or the like, or substantial relevant experience.
- Demonstrated experience in workforce development, migration and/or community development.
- Demonstrated knowledge of community planning, facilitation, migration and community development and community engagement services.
- Experience in program development, planning and policy formulation.
- Experience in the preparation and implementation of business plans and budgets and generating innovative approaches to more effectively deploy resources

## **Selection criteria**

1. Tertiary qualifications in facilitation, engagement, business development, community development, business or the like, or substantial relevant experience in these areas.
2. Demonstrated experience in workforce development, migration and/or community development.
3. Demonstrated ability to communicate effectively, gain cooperation and influence a wide range of individuals, groups, organisations and other stakeholders.
4. Substantial experience in the delivery and/or management of similar or comparable projects.

## Conditions of employment

**Tenure** - Temporary, full time fixed term contract to 30 June 2021.

**Agreement** - Northern Grampians Shire Council Enterprise Agreement No. 8, 2018.

**Qualifying period** - All Council appointments are subject to a minimum period of employment ("qualifying period") of six months.

**Driving licence** - The incumbent must hold a current driver's licence which allows them to drive within Victoria.

**Medical examination** - All appointments are required to undertake a satisfactory pre-employment medical examination at Council's expense.

**Working with Children Check** - The incumbent must hold a current Working with Children Check.

**Police Check** - All appointments are subject to a satisfactory National Police Record Check. Position subject to a current national police check to be updated every three years and assessed as suitable to work in aged care.

**Workcover arrangements** - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee's entitlement to any future Workcover compensation.

## Document review

Date Approved/reviewed	December 2020
Reviewed by	Chief Executive Officer Northern Grampians Shire Council
Approved by	Chief Executive Officer Ararat Rural City Council Chief Executive Officer Northern Grampians Shire Council Chief Executive Officer Pyrenees Shire Council

## Employee Signature

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[acceptance\_date]

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