



Position Description

Non-supervisory Employees

Position Title	Project Manager
Section	Project Delivery
Division	Infrastructure
Reports to	Senior Project Manager
Grade	16-18
Employment Status (FT/PT/Casual/Temp)	Full time

Position purpose

To manage the design and construction of key engineering projects of the Project Delivery section in accordance with Council's key focus areas objectives, delivery plan targets and performance measures.

Position specific responsibilities

The key duties you are expected to perform in your role.

- Develop, coordinate, deliver, monitor and evaluate the design and construction phases of assigned projects within the Project Delivery Construction Program, including internal and external resources
- Deliver both the design and construction elements of projects in accordance with Council's Project Management Framework and approved timelines
- Prepare consultancy briefs and tender documentation in accordance with Council's standards and requirements
- Provide continuous monitoring and period reporting of financial information within the approved annual budget allocation for assigned projects
- Provide assistance to the development of annual capital works programs and priorities across the organisation
- Ensure that contract conditions for investigations, survey, design and construction of projects are appropriate and adequate
- Ensure that all administration duties for projects assigned are completed to agreed standards and in accordance with Council's policies and procedures
- Prioritise tasks, activities and resources based on relevant information in line with organisational objectives and agreed section plans
- To provide technical guidance and assistance, within limits of expertise, to consultants and other Council staff to ensure efficient delivery of projects and associated services
- Provide support to other sections in the delivery of the operational plan items that identify the Construction group as a contributing party
- Any other related duties as directed, within the skills and scope of the role



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.

Values-based behaviours for Non-Supervisory Employees

Values	Expected Behaviour
Communication	<ul style="list-style-type: none">• I communicate with respect• I constructively contribute to team meetings, toolbox talks and conversations• I share information and ideas with colleagues• I ask questions if I don't understand
Accountability	<ul style="list-style-type: none">• I always work in a safe manner, looking after my own safety and the safety of those around me• I am responsible for my own actions• I take initiative to progress my own work• I follow through on my work commitments
Professionalism	<ul style="list-style-type: none">• I treat others with respect• I complete my work to the best of my ability• I take pride in my work• I am flexible and responsive to changing work priorities and issues
Integrity	<ul style="list-style-type: none">• I act honestly• I understand and follow the law, rules, policies, guidelines and the Code of Conduct• I treat others the way I wish to be treated• I contribute positively to our work
Teamwork	<ul style="list-style-type: none">• I look for, and am open to, new and better ways of doing things, together• I am an engaged and enthusiastic team player• I step in to help others when workloads are high• I cooperate with my team members and supervisors



Document Endorsement

Date 4 July 2019 |

Group Manager Project Delivery _____

Date 15 July 2019 |

Director Infrastructure _____

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 _____