



Position Description

PROJECT MANAGER



OUR VALUES



ACHIEVE TOGETHER

We collaborate internally and externally to achieve better outcomes together.

TAKE OWNERSHIP

We own our actions, decisions, and their impact on others. We learn from mistakes and contribute to solutions, building trust through honesty and integrity.



SHAPE THE FUTURE

We hold ourselves to a high standard and are empowered to achieve quality outcomes for our community – today, and for future generations.

INSPIRE AND UPLIFT

We bring our best self to our work, and strive to make a positive impact on our colleagues and community.





Position Description: Project Manager

Position Number: Y060

Purpose: This role was established to assist the Project & Assets Manager to deliver infrastructure projects. The project manager is responsible for planning and overseeing projects within the organisation, from the initial proposal through to completion. They coordinate people and processes to deliver projects on time, within budget and with the desired outcomes aligned to objectives.

Role Responsibilities

- Deliver projects within the required budget, scope, and timeframes.
- Lead all aspects of project delivery, from community consultation, planning, financial, procurement, contracting, superintendency, and stakeholder management.
- Regularly report to the Project & Assets Manager on associated project risks, budgets and programming.
- Develop and manage the required Request for Quotation and Tender documents in accordance with the Shire's Procurement Policy.
- Manage multiple initiatives for a wide variety of infrastructure works, including surveys, feasibility studies, reports, design, superintendency, and construction works.
- Establish and maintain relevant contractual processes and obligations such as progress claims, variations, extension of times in accordance with the conditions of contract.
- Manage external grant funding requirements where applicable in accordance with the relevant agreement.
- Develop and maintain communications with key internal and external stakeholders and provide day to day contact and updates.
- Identify, mitigate, and manage key project risks.
- Proactively identify issues and resolve complex problems.
- Utilise highly developed written and verbal communication skills to effectively prepare reports and presentations to a wide variety of stakeholders.
- Communicate and negotiate effectively when dealing with conflict.
- Create accurate records and complete correspondence that are appropriately recorded in the Shire's record keeping system to meet legislative requirements.
- Other tasks as required.
- Be an active and engaged partner with the Infrastructure & Development Services Team, who adds value by completing high quality work, is a positive team member and strives to support the values we seek to foster in our organisation.

Performance of Duties

- While on duty, staff will give their whole time and attention to the Shire of York's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire.
- Staff must also perform their duties impartially and in the best interests of the Shire of York uninfluenced by fear or favour.
- The Shire of York recognises its legal obligations under the *Equal Opportunity Act, 1984* and amendment 1992 and will actively promote equal opportunity based solely on merit to ensure that

discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.

- Staff must comply with all Shire policies and procedures including but not limited to *Policy 08 Employees Code of Conduct*.
- Staff must comply with *State Records Act 2000* Record Keeping requirements and legislation. All employees of the Shire of York are responsible for ensuring the records relating to the business activities of the Shire are captured into the electronic record system.
- The Shire is committed to Work Health and Safety in all areas of the Shire's operations and requires you to comply with the requirements of the *Work Health and Safety Act 2020 WA*.

Required Skills and Qualifications

Essential

- Tertiary Qualification in Engineering, Architecture, Project Management, Construction Management or similar related field. Consideration will be given to relevant practical experience where no Tertiary Qualification is available.
- Excellent verbal and written communication skills.
- High level critical thinking and problem-solving skills and the ability to resolve challenging situations.
- Demonstrated ability to deliver projects and achieve the required outcomes.
- Strong computing skills (Microsoft Office suite).
- Proven time management and organisation skills that are driven by a self-starter attitude.
- Proven stakeholder management skills that meet the needs of internal and external clients.
- Current C Class drivers' licence.
- Current Police Clearance.
- White Card.

Desirable

- Experience working in a Local Government context
- Experience in working in infrastructure related projects
- Experience in contract management
- Experience in preparation of procurement documents
- Experience in managing project financial management

Level of Authority and Organisational Relationships

Reports to:

Manager Project & Assets

Direct Reports:

Nil

Internal Liaisons:

- Executive Manager Infrastructure & Development Services
- Manager Development Services
- Road Maintenance Supervisor
- Town Maintenance Supervisor
- Operations Administration Officer
- Finance Manager

- Other Shire staff

External Liaisons

- Members of the public
- Suppliers and contractors
- Funding and other government agencies

Classification: Level 7 - Inside Staff EA

Location: Shire Depot

Position and Conditions Acceptance

Employee Name: _____

Signature: _____

Date: _____

Direct Manager Name: _____

Signature: _____

Date: _____

Last Position Description Review

Date: / /

Next Review Due

Date: / /