


<b>Town of Gawler</b>	
<b>POSITION DESCRIPTION</b>	

<b>Job Title</b>	Buildings Project Manager		
<b>Division</b>	Infrastructure and Engineering Services		
<b>Team</b>	Asset Delivery		
<b>Classification Award/Stream/Level</b>	SAMSOA Level 6/7 dependent upon qualifications and experience		
<b>Nature of Engagement</b>	Fixed Term Contract (initial 18 Months)	<b>Date Last Reviewed</b>	September 2020
<b>Full Time Equivalency</b>	1	<b>Appointed date</b>	

### 1. Position Objective

The position of Buildings Project Manager is responsible for the co-ordination and delivery of Building Works Projects in collaboration with various Council Divisions and multiple Community Organisations, as per the adopted Annual Business Plan and Budget.

Working closely with project sponsors and the Asset Delivery Team, this role will be the primary contact for the relevant stakeholders, property managers and users during the design, stakeholder engagement and construction phases of Council’s delivery of building projects. The Buildings Project Manager is responsible for ensuring projects are delivered within the approved scope, budget and timeline and compliance with relevant statutory and WHS obligations, regulations, codes, guidelines, Council policies and procedures and meets project sponsor objectives and outcomes.

### 2. Reporting and Accountability

The position of Buildings Project Manager reports to the Team Leader Asset Delivery, who reports to the Manager Infrastructure Engineering Services.

This position operates under limited supervision and direction and is accountable for the delivery of all matters listed under key responsibilities together with specific objectives as set out in an agreed annual performance plan.

The Key Performance Indicators as detailed in this document should be considered as minimum performance outcomes to be achieved. They will be reflected and or supplemented in Performance Development Reviews that will be required to be addressed.

### 3. Corporate Responsibilities

#### ***Our People Our Culture***

The Town of Gawler is committed to developing a strong organisational culture through constructive leadership, management and teamwork. The behaviours of a constructive organisational culture are organised into four main constructive styles ***Achievement, Affiliative, Humanistic-Encouraging*** and ***Self-Actualising***. It is an expectation that Employees will participate in building a strong constructive culture in cooperation with each other.

#### ***Our Corporate Values***

Teamwork	<i>Respectful and collaborative to all, listening, engaging and responding</i>
Integrity	<i>Responsible and accountable for our actions</i>
Inclusion	<i>Foster positive relationships within the organisation and greater community</i>
Creativity	<i>Encourage, source and deliver creative outcomes</i>
Happiness	<i>Promote a caring and optimistic environment where staff are happy to work</i>

Employees of the Town of Gawler are required to demonstrate Council's Corporate Values and to positively contribute to developing and maintaining a high performance team focussed on outcomes, continuous improvement and customer service (both internal and external) through:

- identifying customer needs and expectations and responding in a polite, respectful and courteous manner
- identifying and embracing new ways of doing things and in consultation with the Team Leader implementing continuous improvement strategies
- constructively contributing to problem solving and decision making
- clearly understanding your role, responsibility and accountability levels and contribution to the team
- acknowledging other team members achievements
- participating in Council's performance review process and training and development opportunities
- maintaining confidentiality regarding issues relating to the organisation, customers and colleagues
- supporting and facilitating a professional image of the Town of Gawler.

### **Work Health Safety**

As a member of the Town of Gawler's team, you have the responsibility to take reasonable care to protect your health and safety, and the health and safety of others within your work environment (including your colleagues and, where appropriate, members of the public) whilst you are at work and/or working. More specifically, you are required to comply with your obligations under the *Work Health and Safety Act 2012* (SA) and Council's Policies and Processes in relation to Work Health, Safety, Injury Management and Rehabilitation.

It is expected that all Council employees are fit for the inherent job requirements and physical demands of their appointed position, and will remain so during the course of their employment, in line with reasonable work, health and safety expectations.

### **Records Management**

Ensure compliance and adequately manage corporate records created and received according to relevant Policies, Processes and legislation.

### **Policies and Compliance**

Maintain awareness and compliance with all Council and Administrative Policies, Processes and Codes. Where applicable, ensure all work is undertaken within properly delegated authority, and is compliant with relevant legislation.

## **4. Role Responsibilities**

<b>Project and Contract Management</b>	
<b>Key Objective/Task</b>	<b>Key Performance Indicator</b>
1. Supporting the delivery of Council Programs by managing the implementation of building works projects across Council and Community Organisations.	Effective delivery of small to medium sized building projects.
2. Ensure projects are delivered on time, within scope and within budget.	Project completion within scope, budget and timeframe.
3. Develop and maintain detailed Project Management Plans to track and report on project progress.	Completion of Project Management Plans.
4. Management of Projects in accordance with Council's Project Management Framework.	Compliance with Council's Project Management Framework.
5. Undertake Procurement in accordance with Council Policies and Procedures including: <ul style="list-style-type: none"> <li>• Preparation of Procurement documentation in consultation with the project sponsor;</li> <li>• Determine the most appropriate method of procurement in relation to the project scope;</li> <li>• Undertake tender evaluation and preparation of evaluation and purchase recommendations.</li> </ul>	Compliance with Council's Procurement Policy and Procedures.
6. Administer contract documentation in accordance with Council Policy and Procedures.	Compliance with Council Policy and Procedures.

7. Ensure appropriate resources are available and allocated in accordance with the project plan.	Effective resource management.
8. Provide reports to Council on the status of Projects as required.	Timely and accurate reports.

<b>Contractor and Stakeholder Management</b>	
<b>Key Objective/Task</b>	<b>Key Performance Indicator</b>
9. Managing and coordinating a significant number of consultants, contractors and contracts to ensure agreed project outcomes are achieved.	Effective Contractor Management.
10. Managing and monitoring performance of Contractors in terms of compliance with the conditions of engagement and in meeting contracted deliverables.	Effective Contractor Management.
11. Effective management and administration of Contract terms, ensuring the requirements of the Contract are met.	Compliance with contract terms and conditions.
12. Manage multiple stakeholder relationships (internal and external) including effective communication in regards to project deliverables and key project milestones.	Effective management of internal and external stakeholders.
13. Manage detailed internal and external stakeholder and community engagement processes to ensure design and constructions processes respond to key stakeholder and community needs.	Effective management of internal and external stakeholders.
14. Develop and maintain key relationships with council staff and other departments focusing on continuous improvement to drive efficient and quality community outcomes.	Identification of opportunities for improvement to deliver community outcomes through collaboration with others.

<b>Financial Management</b>	
<b>Key Objective/Task</b>	<b>Key Performance Indicator</b>
15. Ensuring project expenditure is maintained within the adopted budget.	Overall budget is within 5% of the budgeted third quarter budget review expected result.
16. Undertake reviews of project budgets and provide updates as required on any budget variations.	Reviews undertaken in a timely manner.

<b>Work Health Safety and Injury Management</b>	
<b>Key Objective/Task</b>	<b>Key Performance Indicator</b>
17. Promote through behaviours and actions, compliance with Council's Work Health Safety and Injury management policies and procedures.	Compliance with Council Policies and Procedures.
18. Ensuring project risks are managed effectively in accordance with Council Policy and Procedures.	Effective management of project risks.

## 5. Qualifications/Experience

In undertaking the duties of your position with the Council, you acknowledge that, at a minimum, you meet all essential attributes listed below.

<b>Essential Criteria</b>	<b>Desired Attributes</b>
<b>Qualifications</b>	
Degree or Diploma in Construction Management and/or Diploma in Project Management	Local Government Experience

## Knowledge and Experience

- A minimum of 5-7 years' experience in Building Construction Management, preferably within a client management environment.
- Experience in delivering building projects within an internal work environment.
- Knowledge of project management principles, best practice procurement, contractor management and work health safety management.
- Experience in the preparation of tender documentation, evaluation of tender submissions and contract administration.
- Knowledge of Records Management Practices.
- Experience working in a dynamic team to achieve service outcomes.
- Experience in Authority, Exponare (mapping) and Content Manager (Records Management), preferred.

## Personal Skills

- High level project management skills including stakeholder management, budget management, procurement, contract administration and Work Health Safety.
- High level written and verbal communication skills including liaison, information sharing with internal and external stakeholders.
- Proficient in windows based computerised systems, web technologies and various software applications.
- Effective time management skills to prioritise and organise multiple tasks and workflows to meet project, organisational and team objectives and deadlines.
- Ability to work as a cooperative team member and able to gain the trust, co-operation and assistance of staff and Council to establish effective networks and achieve objectives.
- Ability to exercise initiative and sound judgement and, in particular, handle confidential, sensitive and complex matters appropriately.
- Strong commitment to the provision of high level customer service and contributing constructively to building and maintaining strong community relationships.
- Ability to solve complex problems and effective decision making skills.
- High level of interpersonal skills and work ethic with enthusiasm, professionalism and a commitment to quality.
- Willingness to receive and respond to constructive feedback.

## 6. Variation and Review

The Council will review your Position Description as required for business or operational reasons.

The Council may vary your Position Description following consultation with you. If your Position Description is varied, you and the Council will sign the amended Position Description to acknowledge its variation.

### Disclaimer

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

## 7. Acknowledgement of Incumbent

I,			
have read the Position Description and acknowledge, understand and accept the requirements and responsibilities of the position.			
<b>Employees Signature</b>	(Print name)	(Signature)	(Date)
<b>Supervisors Signature</b>	(Print name)	(Signature)	(Date)