

POSITION DESCRIPTION

Position Title:	Project Manager
Division:	Capital Delivery and Network Field Services
Classification:	Band 3, Central Highlands Water Enterprise Agreement 2016
Manager:	Manager Capital Delivery
Date Last Updated:	March 2019

1. CENTRAL HIGHLANDS WATER - VISION, MISSION & VALUES

Our vision: *Our Water – Our Customers – Healthy Living*

Our mission: *Together, we provide quality water and wastewater services, safely, efficiently and sustainably to communities in the Central Highlands Region*

Our values: *Integrity Teamwork Leadership Care*

2. POSITION OBJECTIVES

The primary objectives of this position are to under limited supervision:

- Develop, deliver and support other Project Managers to develop and deliver capital works programs and water plan asset investment programs to enable CHW to provide sustainable services for:
 - Growth;
 - Augmentation of existing infrastructure; and,
 - Replacement of aging infrastructure.
- Efficiently create and/or replace assets as planned to provide services at the required standards to customers.
- Assist in continuously improving the Project Management processes.

3. KEY DUTIES/RESPONSIBILITIES

3.1 Deliver and support other Project Managers to deliver capital projects

- Support project concept and design;
- Deliver projects that meet customer and stakeholder requirements, within budget and on time;
- Manage contracts with consultants and contractors to ensure that contractual obligations are met;
- Lead project delivery teams for assigned capital projects;
- Ensure risk is understood and effectively managed in the delivery of projects;
- Continually inform and update key stakeholders on status throughout all phases of projects;
- Ensure CHW and Government Tendering, Probity and Contract Management requirements are achieved in the delivery of capital projects.

3.2 Contribute to the performance of the Capital Delivery team

- Act in a safe manner at all times;
- Engage with colleagues, consultants, contractors and stakeholders to ensure that all projects are delivered in a safe manner;

- Maintain the use and status of the Project Management tools and systems;
- Undertake forecasting, monitoring and reporting of assigned projects.

3.3 General

- Participate in CHW initiatives, committees, working groups etc;
- Actively engage across all parts of CHW to collaborate in the development and delivery of projects;
- Continuously look for opportunities of enhancement through innovative thinking and implementation;
- Other duties as directed.

4. ORGANISATIONAL RELATIONSHIPS

Position reports to: Manager Capital Delivery

Position supervises: nil

Internal liaisons: Other CHW Project Managers
Given the broad nature of projects, significant liaison with relevant staff across the organisation is required
CHW General Managers and Managers

External liaisons: Government Departments
Utility Service Agencies
Business and community groups
Contractors
Consultants
Customers and the general public

5. AUTHORITY AND ACCOUNTABILITY

- Responsible for the efficient and effective management of assigned projects;
- Responsible for supporting other Project Managers to efficiently and effectively manage assigned projects;
- Responsible for the accurate and timely update of all project management systems and processes;
- Constructively contribute to creating and maintaining CHW's desired culture by demonstrating CHW's values and behaviours, and being mindful and respectful;
- At all times, create, maintain and foster a safe work environment and ensure compliance with the provisions of the Occupational Health and Safety Act, Regulations and CHW policies and procedures.

6. JUDGEMENT AND PROBLEM-SOLVING

- Under limited supervision, authorised to exercise independent judgement in the delivery of high quality work performed in accordance with established standards, corporation objectives, policies and priorities;
- Personal judgement is required in determining day-to-day priorities and methods;
- With support, required to exercise sound judgement, initiative and discretion in managing projects.

7. SPECIALIST KNOWLEDGE AND SKILLS

- A well-developed understanding of the role and function of a project manager;
- Sound understanding of engineering/project management principles;
- Demonstrated experience with effective risk management;
- High level literacy and numerical skills;
- Working knowledge of project management tools.

8. MANAGEMENT SKILLS

- Well-developed time management skills with the ability to effectively plan, organise and manage own time to meet deadlines and manage multiple projects whilst working with others;
- High level organisational and administrative abilities.

9. INTERPERSONAL SKILLS

- Sound communication, interpersonal and public relations skills, to enable effective, courteous and professional interaction with others;
- Ability to work effectively as part of a team and build personal rapport with colleagues;
- Effective negotiation skills.

10. QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications in Engineering or Project Management;
- Minimum 2 years demonstrated experience working in a project management role;
- Demonstrated ability to manage budgets;
- Experience in managing consultants and contractors;
- Water Industry knowledge/experience;
- Current drivers licence.

11. KEY SELECTION CRITERIA

- Tertiary qualifications in Engineering or Project Management;
- Relevant specialist knowledge and skills;
- Demonstrated experience in delivering successful project outcomes;
- Demonstrated interpersonal skills to build positive working relationships and rapport with stakeholders.

12. CONTINUING EDUCATION AND DEVELOPMENT

CHW encourages employees' continuous development and conducts annual Performance Reviews, through which development needs may be identified. Employees are supported in keeping abreast of current industry best practice and are expected to take an active personal interest in staying informed of professional practices, standards and latest trends.

13. SIGNED

.....
Employee Name

.....
Employee Signature

.....
Date

.....
Manager Name

.....
Manager Signature

.....
Date