

“APPENDIX D”



CBCity Position Description

Position Title	Manager Works and Projects
Department	Operations
Unit	Works and Projects
Team	
Supervises	5
Reports To	Manager Works and Projects & Director Operations
Grade Range	
Date Prepared	11/11/2019
Date Last Updated	

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position






Lead and manage a multi-disciplinary team of approximately 40 Civil Design Engineers, Surveyors, Project Managers/Officers and Contract Admin team in the delivery of Council's annual Capital Works program

Accountabilities

- Lead a multi-disciplinary team of staff to design, procure, administer and project manage the delivery of Council's capital works program.
- Identify resourcing requirements to ensure on-time completion of the program.
- Work closely with Coordinators to ensure even allocation of projects to staff to maximise delivery output.
- Lead the recruitment of permanent and contract staff as part of the approved realignment.
- Foster good working relationships across Council with internal and external project stakeholders to deliver projects
- Act as Superintendent to contract on all large value projects.
- Maintain Unit budget and expenditure including overseeing Project budget expenditure and transactions in accordance with Council's procurement policies.
- Maintain accurate reporting of activity on the corporate project register ensuring organisational commitments on project delivery are met and bring issues to the Director's attention as required.
- Coordinate quarterly reviews of the Capital Works Program for final approval by the Director

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Manager		
Capability Group	Capability Name	Level
 Personal Character	Lead Self	Advanced
	Display Resilience	Advanced
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
	Communicate and Engage	Advanced
 Relationships	Customer and Community Focus	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Advanced
	Plan and Prioritise	Advanced
 Results	Think and Solve Problems	Advanced
	Innovate and Improve	Advanced
	Deliver Results	Advanced
	Finance	Advanced
 Resources	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 People Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	Advanced



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Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Act with Integrity	Advanced	<ul style="list-style-type: none"> • Models ethical behaviour and reinforces it in others • Represents the organisation in an honest, ethical and professional way and sets an example for others to follow • Promotes integrity, courage and professionalism inside and outside the organisation • Monitors ethical practices, standards and systems and reinforces their use • Proactively addresses ethical and people issues before they magnify
Personal Character		
Safety and Accountability	Advanced	<ul style="list-style-type: none"> • Is prepared to make decisions involving tough choices and weighing of risks • Addresses situations before they become crises and identifies measures to avoid recurrence • Takes responsibility for outcomes, including mistakes and failures • Coaches team members to take responsibility for addressing and resolving challenging situations • Oversees implementation of safe work practices and the management framework
Relationships		
Communicate and Engage	Advanced	<ul style="list-style-type: none"> • Presents with credibility and engages varied audiences • Translates complex information concisely for diverse audiences • Creates opportunities for others to contribute to discussion and debate



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		<ul style="list-style-type: none"> • Demonstrates active listening skills, using techniques that contribute to a deeper understanding • Is attuned to the needs of diverse audiences, adjusting style and approach flexibly • Prepares (or coordinates preparation of) high impact written documents and presentations
Results		
Deliver Results	Advanced	<ul style="list-style-type: none"> • Sets high standards and challenging goals for self and others • Delegates responsibility appropriately and provides support • Defines what success looks like in measurable terms • Uses own professional knowledge and the expertise of others to drive results • Implements and oversees quality assurance practices
Resources		
Finance	Advanced	<ul style="list-style-type: none"> • Ensures the design/delivery of services is within budget • Explains the organisation's financial drivers to others in plain language • Evaluates strategic business cases including the relative cost benefits of direct provision or purchase of services • Models the highest standards of financial probity, demonstrating respect for public monies and other resources • Promotes the role of sound financial management and its impact on long term financial sustainability • Seeks and applies specialist financial advice to inform decisions
People Leadership		
Lead and Manage Change	Advanced	<ul style="list-style-type: none"> • Translates change initiatives into practical strategies, including the role of staff in implementing them • Analyses the change context to identify the level of consultation and involvement required from staff and stakeholders



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- Develops appropriate approaches to involve staff and stakeholders at various stages of the project
- Implements structured processes to manage structural, system, process and cultural barriers to change
- Provides coaching and leadership in times of uncertainty and difficulty for staff

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of "focus" capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council's WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council's Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Tertiary qualification in either Architecture, Building or Civil Engineering, including Project Management and Business Management.
- Class C Drivers License
- Workcover WHS General Construction Induction Training Certificate

Essential Experience

- Extensive knowledge and experience in design development and management, project management and delivery, contracts and contract law, procurement, programming and budget management.
- Proficient in the use of multiple software systems. e.g. MS suite in particular MS project.
- Demonstrated ability to lead and work with a diverse and multi-disciplinary teams and deliver results.



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- Well developed time management and organisational skills.
- Outstanding written and verbal communication skills.
- Well-developed leadership skills and experience which enables staff to embrace change to deliver greater efficiencies.

Desirable Qualifications and or Experience

- Further studies in selected qualification and/or other relevant studies.
- Demonstrated experience in dispute resolution both internally and externally.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>