

Position description

Position title:	Infrastructure Program Manager
Group:	Planning and Delivery
Reports to:	Group Manager Planning and Delivery
Reports:	Direct: 4 Indirect: 4
Status:	Permanent Full-time
On call roster:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Salary grade:	18
Position code and WAP:	IPM / 338
Location:	218-232 Molesworth Street, Lismore

Council overview

Rous County Council has three core functions; bulk water supply, weed biosecurity and flood mitigation. Council delivers these functions to the constituent councils of Ballina, Byron, Lismore and Richmond Valley.

Primary purpose of the position

To lead a team and be responsible for the effective and efficient development, planning, design and delivery of a broad range of Council's activities and projects in accordance with agreed objectives, program and budget.

Key accountabilities

Key accountabilities of this position include, but are not limited to, the following:

- Provide timely and accurate advice and reporting to the Leadership Team and Council on achievements and resolving strategic and operational issues associated with the development, planning, design and delivery of the program of activities and works.
- Building on Council's procedures, systems and processes, embed best practice and innovative project management and governance practices in the team, to support the on-time and on-budget delivery of the overall program of activities and works.
- Drive the preparation, management, monitoring and reporting of the overall program budget by the team and contribute to the preparation of annual budgets for the Group in accordance with strategic and operational plans, including the Capital Works Plan.
- Lead the preparation, execution, monitoring and reporting of project plans, Council's procedures, systems and processes, for a variety of activities and projects.
- Lead the establishment and ongoing functioning of steering, control or reference groups to establish and embed a high level of stakeholder engagement and project governance across time, budget, risk, resourcing and reporting.
- Perform the role of Contract Executive on a variety of Contracts, representing Council's interest in a robust, honest and reliable manner.
- Effectively manage external stakeholder relationships with the community, representative groups and State government through cooperative relationships and influencing through integrity, to achieve Council's objectives.
- Ensure Council's interests are protected in the planning, designing, maintaining, replacing, rehabilitating or disposing of assets that may give rise to liability under the *Civil Liability Act 2002*.

Key challenges

- Establishing systems and relationships to enable a high level of reliability and trust in the staff delivering a large number of Council's activities and projects across a broad range of areas.
- Ensuring the pipeline of development and planning for activities and projects is sufficiently in advance of their execution and implementation.
- Ensuring the highest standard of execution and integrity in the delivery of Council activities and projects.

Work Health and Safety responsibilities

- As a supervisor, promote a health and safety culture in the organisation, and take all reasonably practicable actions to ensure the health and safety of workers.
- Ensure you are able to competently and safely perform any work you undertake.
- Ensure compliance with the WHS policy, WHS management system and all Council safe work practices and procedures.
- Take reasonable care for the health and safety of yourself and others who are at the place of work.
- Cooperate with Council or others so far as necessary to enable compliance with any requirements under WHS legislation.
- Report to your supervisor unsafe conditions, dangerous occurrences or injuries.
- Communicate and/or consult with other employees, supervisors, managers and the HS Committee.

Key relationships

	Who	Why
Internal	Manager	<ul style="list-style-type: none"> • Receive guidance and provide regular updates and reports on assigned priority tasks and provide advice on escalating issues. • Identify, discuss and plan for emerging issues and negotiate outcomes. • Provide expert advice and support in the delivery of Council's priority activities and projects. • Provide advice and support to resolving complex or competing issues with key stakeholders.
	Leadership team and key staff	<ul style="list-style-type: none"> • Provides leadership in achieving Council objectives. • Share and transfer specialist knowledge, expertise and skills. • Provide support for innovative solutions to ensure activities and projects achieve deadlines and budget commitments.
	Team members	<ul style="list-style-type: none"> • Be available to listen. • Lead, guide and support to maximise their performance. • Set performance expectations and manage. • Support project and program development planning, including scoping, stakeholder consultation, developing and maintaining project plans and budgets. • Participate in discussions regarding key aspects of risk and project delivery.
	Internal stakeholders	<ul style="list-style-type: none"> • Develop and maintain effective working relationships to ensure activities and projects are delivered fit for purpose within agreed service standards.

Who	Why
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External	Key external stakeholders.	<ul style="list-style-type: none"> • Develop and maintain strong working relationships with external stakeholders with open channels of communication to negotiate with the view of securing beneficial outcomes for Council in the delivery of activities and projects. • Ensure compliance with agreed customer service standards for the delivery of new infrastructure. • Maintain professional networks to keep up to date with industry developments affecting the delivery of Council projects.
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Acceptance of the position

I agree to the requirements of the above Position description as at:

(Employee name)

(Signature)

(Date)

Selection criteria

- Significant demonstrated experience in project managing a large-scale capital-intensive program of works.
- Demonstrated experience in leading a diverse team to manage the development, planning and delivery of multiple activities and projects across varying disciplines.
- Demonstrated high level verbal communication skills, with the ability to connect with a variety of audiences and generate a high level of trust.
- Demonstrated high level written communication skills, with the ability to tailor technical content to a variety of audiences as appropriate.
- Demonstrated experience in preparing, reviewing and executing contract documentation, tendering processes and contract administration.
- Demonstrated significant experience in the Microsoft Office suite of products.
- Knowledge and understanding of role and responsibilities under the *WHS Act 2011*.

Licences/tickets:

- Bachelor's degree in Environmental/Civil Engineering or Project Management (or demonstrated relevant experience)
- General Construction Induction (CIC – White Card).
- Class C Driver Licence.