

## Position description

<b>Position title:</b>	Water Supply Project Manager
<b>Group:</b>	Planning and Delivery
<b>Reports to:</b>	Future Water Program Manager
<b>Reports:</b>	Direct: 0          Indirect: 0
<b>Status:</b>	Full-time (3-Year Term Contract)
<b>On call roster</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Salary grade:</b>	16
<b>Position code and WAP:</b>	WSPM / 390
<b>Location:</b>	218-232 Molesworth Street, Lismore <i>*As stated in the job advertisement, work location is subject to change as Council prepares to relocate some work sites to new premises at Gallans Road, Ballina NSW 2478 in 2024.</i>

### 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 provide project, contract management and technical expertise to ensure the successful delivery of Council's future water supply projects, from planning through to detailed design, construction and operational handover.

### Key accountabilities

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

- Engage, administer and manage consultants, contractors, or technical specialists for the purposes of delivering Council's water supply and drought management projects.
- Project manage or undertake planning, investigation, design and legislative approval processes to make Council's new and existing water sources (including normal, dry and emergency sources) operationally ready.
- Utilising Council's systems and procedures, develop project plans, specifications, drawings, supporting information, tender and contract documents; and manage quoting and tendering, and evaluations to achieve the award of Contract packages for water supply and drought management works.
- Provide engineering oversight, supervision and project management of the construction of water supply and drought management projects, delivered via external contractors, including performing the role of Principal's Representative on a variety of Contracts, representing Council's interest in a robust, honest and reliable manner.
- Manage, monitor and report on project metrics, including time, budget, achievements and risks, utilising Council's project management framework, tools and systems.
- Participate in the updating and delivery of Council's Drought Management Plan.
- Participate in regular project team meetings, internally and externally as required, to establish and embed a high level of project governance across time, budget, risk, resourcing and reporting.
- Perform any other duties, tasks or projects the employer may assign to you, having regard for your skills, training and experience.
- 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**

- Communicating effectively, while exercising sound judgement, with internal stakeholders to achieve consensus on needs and requirements in a timely manner.
- Having an attention to detail and staying organised to prioritise and manage multiple tasks to achieve defined turnaround times and other KPIs.
- Navigating complex regulatory and historical arrangements to achieve time sensitive outcomes for the projects.

**Work Health and Safety responsibilities**

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

	Who	Why
External	Key external stakeholders	<ul style="list-style-type: none"> <li>• 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 projects.</li> <li>• Ensure compliance with agreed customer service standards for the delivery of new infrastructure.</li> <li>• Maintain professional networks to keep up to date with industry developments affecting the delivery of Council projects.</li> </ul>

### Acceptance of the position

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

\_\_\_\_\_  
(Employee name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

### Selection criteria

- Bachelor's degree in Engineering (civil or environmental) or Bachelor's degree in Project Management / Construction Management.
- Demonstrated experience in water or sewage infrastructure planning & delivery, regulatory approvals, construction management and contract administration, including experience in construction site inspections and contractor management.
- Demonstrated strong communication skills with the ability to build and maintain cooperative relationships with multiple stakeholders, and the ability to negotiate complex outcome in a timely manner.
- Demonstrated experience in fulfilling the role of Principal's \ Superintendent's representative and general construction project administration requirements.
- Demonstrated experience in applying project management methods, tools and systems across multiple, simultaneous projects.
- Demonstrated experience in preparing, reviewing and executing tendering documentation and processes, and contract administration.
- Demonstrated skills in the preparation of reports, data analysis, management plans and procedures.
- Demonstrated knowledge and understanding of the *WHS Act 2011*.

### Licences/tickets/qualifications:

- Current Driver Licence – Class C
- General Construction Induction (CIC – White Card)

**Essential credentials**

Qualifications		Skill Step required
2547	Bachelors Degree in Engineering	Entry
Licences / tickets		
1292	Driver Licence – Class C	Entry
2125	Completion of Council's Employee Induction Training	Entry
2609	Code of Conduct Training	Entry
1005	4WD course	Entry
1332	Senior First Aid Certificate	Entry
1805	Construction Induction Certification (White Card)	Entry
Vaccinations		
2328	Tetanus	Entry

**Skill step progression plan**

Entry Level	
1001	<ul style="list-style-type: none"> <li>Must have 100% of entry level skills.</li> </ul>
1213	Sound communication skills with the ability to build and maintain cooperative relationships with internal and external stakeholders.
1471	Demonstrated experience in the Microsoft Office suite of products.
1590	Demonstrated project management skills including budget preparation and management
1764	Knowledge and understanding of role and responsibilities under the WHS Act 2011.
1379	Demonstrated ability to initiate, monitor and supervise contracts
Skill Step 1	
1001 1451	<ul style="list-style-type: none"> <li>Must have 100% entry level plus a minimum of 80% of Skill Step 1 competencies to qualify for permanent progression to Skill Step 1.</li> </ul>
1084	Demonstrated ability to develop and monitor budgets within area of responsibility.
1666	Demonstrated ability to co-ordinate and implement risk assessments and associated documentation for areas of responsibility.
1740	Demonstrated ability to prepare technical specifications and procedures in a timely manner
2256	Well-developed time management skills with the ability to identify priorities, plan and organise own work to meet expected timeframes.

2300	Demonstrated ability to manage multiple projects and ensure project outcomes are achieved in accordance with project plans
2334	Demonstrated ability to prepare consultant briefs for technical and assets infrastructure planning.
<b>Skill Step 2</b>	
1001 1002 1452	<ul style="list-style-type: none"> <li>• Must have 100% of entry level skills +</li> <li>• 100% of Skill Step 1+</li> <li>• Required to meet 80% of Skill Step 2 competencies to qualify for permanent progression to Skill Step 2.</li> </ul>
1264	Demonstrated ability to develop and document technical specifications and procedures
1281	Demonstrated ability to implement and manage water distribution asset construction
1350	Proven ability to develop and maintain productive relationships with internal and external stakeholders
1647	Demonstrated ability to prepare timely reports in relation to areas of responsibility.
2571	Demonstrated knowledge and utilisation of Council's project management framework
2668	Represents the organisation in an honest, ethical and professional way and sets an example for others to follow
2671	Well developed and demonstrated judgement and other decision-making abilities.
<b>Skill Step 3</b>	
1001 1003 1453	<ul style="list-style-type: none"> <li>• Must have 100% of entry level skills +</li> <li>• 100% of skills step 1+2</li> <li>• Required to meet 80% of skill step 3 competencies to qualify for permanent progression to skill step 3.</li> </ul>
1346	Demonstrated working knowledge of GIS systems and their application in the workplace
1833	Demonstrated ability to prepare work activity reports including site monitoring and assessment
2627	Demonstrated ability to develop concept level projects to a detailed, fit for purpose specification and deliver with limited supervision.
2628	Demonstrated ability to manage multiple, concurrent, complex minor projects with limited supervision.
2629	Demonstrated ability to deliver projects on time and budget whilst ensuring quality, safety and environmental outcomes are met.
2630	Demonstrated ability to implement innovation in the delivery of projects to achieve cost savings and/or improvements to overall project outcomes
<b>Skill Step 4</b>	
1737	To be determined in consultation with your supervisor, subject to approval by the General Manager.