

CONFIDENTIAL

Position Description

EMPLOYEE: Vacant

POSITION TITLE: Project Manager - Infrastructure

POSITION NUMBER: To be allocated

MANAGER: Manager Engineering Services

UNIT OR TEAM Project Office

APPOINTMENT: Fixed Term – Full time/six months

LOCATION: Civic Centre, Roberts Avenue, Horsham

AWARD: Horsham Rural City Council Enterprise Agreement
Number Nine, 2019 - 2022

AWARD CLASSIFICATION: Band 6 Level A

HOURLY RATE: \$41.82

PREPARED BY: People & Culture Department

APPROVED BY: DATE:
(Director Infrastructure)

..... DATE:
(Employee)

ORGANISATION VISION

A progressive and innovative organisation, delivering high quality and sustainable services

ORGANISATION VALUES

Flexibility We are adaptable to changing circumstances	Accountability We are responsible for our behaviour and actions	Integrity We are ethical, transparent and honest in our conduct	Respect We value diversity and appreciate others
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POSITION BACKGROUND

In response to the Covid-19 pandemic the Horsham Rural City Council has successfully applied to the Victorian State Government for a number of additional, fixed term positions under the “Working for Victoria” program. This initiative helps Victorians, including people who have lost their jobs as a result of coronavirus, to find paid work that supports our community. In accordance with the funding agreement appointment is for a six month period.

The changing and evolving needs of the Covid-19 pandemic require a degree of staffing and position flexibility. This position description therefore does not detail all of the tasks and duties that an employee will be asked to undertake so that HRCC can respond to the pandemic. It is expected that employees will have a willingness and understanding of the need to be adaptable to reasonable changes in duties and tasks that may be required. Any such changes will not impact the rate of payment as outlined in this position description.

You are eligible to participate in Working for Victoria if you are:

- legally able to work in Victoria
- are unemployed or have recently experienced a significant reduction in income

If you are interested, please sign up and provide information about your job preferences, skills and experience on “Sidekicker”: <https://www.getsidekicker.com/create-sidekick-account?source=vic-gov-marketplace>

Once you have done this you will then start receiving updates about employment opportunities that you can apply for relevant to your interests and experience.

POSITION OBJECTIVES:

Provide technical and administrative assistance for Engineering Services Department activities, including project management and reporting, facilities maintenance, customer service, site inspections and other matters.

KEY RESPONSIBILITY AREAS:

Support and assistance will include:

- cost estimation, scoping, drafting and project management responsibilities
- performing risk assessments and applying risk control measures
- co-ordinating site activities to ensure smooth workflow on construction sites
- supervising on-site contractor performance
- performing quality control duties on site
- certifying quantities of work/materials delivered by contractors (for progress payment and other purposes)
- customer/client/contractor liaison
- general administrative duties (timesheets, emails, forms, etc)

Note: In accordance with award provisions, Council may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skill base

RISK MANAGEMENT:

- perform duties in a manner that prevents and does not place unnecessary risk on the personal health and safety of others or any property;
- encourage other employees to work safely;
- report any illness, injury, hazard, near miss or incidents and losses of any kind as soon as they are detected to the manager or supervisor

ORGANISATIONAL RELATIONSHIPS:

Reports to: Project Co-ordinator

Supervises: Nil

Internal Liaisons: Project Managers
Indoor Infrastructure staff
Administrative staff
Depot staff

External Liaisons: Contractors
The public
Utility services providers

ACCOUNTABILITY AND EXTENT OF AUTHORITY, JUDGEMENT AND DECISION MAKING:

- responsible to the Project Coordinator for the satisfactory completion of duties within the set time schedule; to the appropriate standard and in a safe and efficient manner in accordance with the Occupational Health & Safety Act, regulations and requirements and Council policies which apply
- work is usually of an investigative/research and draft nature, with the freedom to act prescribed by a more senior position
- In relation to the management of resources: the freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken is usually limited to the quality of cost of the programs and the projects being managed

- In relation to the provision of specialist advice to clients, or the regulation of clients: the freedom to act is subject to regulations and policies and regular supervision. The effect of decisions and actions taken on individual clients may be significant but it is usually subject to appeal or review by more senior staff

In respect of OHS matters, HRCC expects that staff will take reasonable care and:

- protect their own health and safety at work;
- avoid adversely affecting the health and safety of any other person
- use any equipment provided for health and safety purposes;
- obey any reasonable instruction they may be given in relation to health or safety at work;
- ensure they are not, by the consumption of alcohol or a drug, in such a state as to endanger their own safety at work or the safety of any other person at work; and
- promptly report all accidents to their supervisor

SPECIALIST SKILLS AND KNOWLEDGE

- well-developed technical, and practical, contract management and/or construction knowledge/understanding

MANAGEMENT AND ADMINISTRATIVE SKILLS:

- effective time management
- well-developed writing skills, in particular for the preparation of reports and updates
- planning and goal setting skills together with the ability to prioritise work effectively
- efficient computer software skills, knowledge and understanding (in particular Microsoft Office)

INTERPERSONAL SKILLS:

- excellent English and customer communication skills
- excellent personal presentation
- able to co-operate effectively with other staff in a team environment and to work individually
- ability to think logically, quickly and within set time-frames
- able to liaise with counterparts in other organisations to discuss specialist matters and with other HRCC employees throughout the organisation

LICENCES AND ASSOCIATED EXPERIENCE

- a current drivers licence is required
- White, Green, or Blue (any construction induction card)

OTHER QUALIFICATIONS AND EXPERIENCE:

- diploma or degree in construction, engineering or project management together with previous construction or contract/project management experience is desirable

SELECTION CRITERIA:

- mathematical/technical aptitude
- problem solving abilities
- cost estimate and quantity survey experience
- contract, construction and/or projects management experience
- risk identification and control experience
- excellent written and verbal communication skills
- experience working independently and as a part of a team
- capital works and maintenance delivery experience

FURTHER INFORMATION:

Horsham Rural City Council is committed to providing and promoting child safe environments. Council has zero tolerance to child abuse and aims to create a child safe and child friendly environment where children feel safe and secure and have fun. This includes the physical, emotional, cultural and social wellbeing of all children.

Council encourages applications from people of all abilities and can make information available in alternative formats if required.

Background, Pre-employment, Medical and Police record checks will be conducted as a part of the appointment and confirmation of employment processes.

Horsham Rural City Council is an Equal Opportunity Employer. Council and its employees also have obligations under Victoria's Charter of Human Rights and Responsibilities. See the People & Culture Department or www.humanrightscommission.vic.gov.au for further information.

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