Project Manager
(Building & Open Space)

Position Description
About us
From surfing to cycling to wining and dining and everything in between, Bass Coast provides the perfect balance of rural, residential and holiday lifestyles for all to enjoy—all with stunning backdrops of beaches, bushland and rolling hills.

A fast growing peri urban coastal shire with a strong focus on the balance of environment, economy and community. The environment is our economy. To meet the needs of our fast growing status our organisation has been reimagined to meet the current and future challenges. Our organisation is underpinned by the principles of:

- We deliver
- Placing the customer at the centre of everything we do and,
- Being a part of something bigger

With a proven track record of investing in our people we attract high quality applicants who want to contribute to our community, excel in their careers live the values of Excellence, Passion, Imagination, Integrity and Courage.

Reporting to the Coordinator Civil Construction, the Project Manager (Building & Open Space) is responsible for coordinating the design, tendering and delivery of building and open space related projects. This is achieved through a focus on the key responsibility areas outlined below.
Key Responsibility Areas

- Responsible for coordinating the administration and delivery of building and open space projects, from inception to completion, ensuring projects are being delivered to strict building regulations, codes or practices and legislation monitoring performance, quality, safety, time, and budget.

- Responsible for the development, review and approval of project scopes, specification and construction plans including acquiring relevant permits in readiness for tendering purposes.

- Responsible for project and contract administrative tasks and supervision, whilst monitoring budgets, funding agreements including updating and maintaining appropriate Council records/systems.

- Provide technical advice for a range of building or open space related activities for key internal staff, contractors, consultants and stakeholders, including the facilitation of meetings to obtain agreed outcomes.

- Develop and maintain relationships with key stakeholders to ensure effective delivery of projects.

- All other duties related to capital works projects as and when required, within the skills and abilities of a position at this level.

Organisational Relationships

Coordinator Civil Construction

Senior Project Manager (Building & Open Space)  Project Manager (Building & Open Space)  Asset Protection Officer  Capital Project Officers x 3  Technical Officers x 3  Senior Project Engineer
Accountability and Extent of Authority

The incumbent is responsible and accountable for:
- The quality, effectiveness, cost and timeliness of programs and projects within the Infrastructure Delivery Department.
- Identifying and referring risk issues to Council and for ensuring delegations of authority are adhered to.

- Understand and comply with organisations principles, standards, policies and procedures.

Competencies

Judgement and decision making

The incumbent must be able to:
- Solve problems in a demanding operating environment utilising guidance and advice that is usually available with a can-do attitude.
- Make decisions on all matters which are the responsibility of the position, provided that these are within delegated authority, clear objectives and with frequent consultation.
- Analyse and interpret data to support actions and recommendations.
- Review design drawings and documentation and determine a solution where ambiguity may exist.
- Demonstrate an understanding of the political environment and has respect for others roles with a commitment to democratic governance.

- Understanding of project and contract management processes, procedures and software.
- Competent computer skills particularly in use of Microsoft Word, Excel and Project.

Management skills

The incumbent must be able to:
- Design, develop, implement and report on business and project management plans.
- Achieve results within set timeframes against conflicting priorities.
- Be a self-starter with a positive attitude that requires minimal supervision.

Interpersonal skills

The incumbent must be able to:
- Build relationships and partnerships with stakeholders to advocate effectively on behalf of the organisation, the community and Bass Coast.
- Liaise, engage and consult with all contractors and relevant stakeholders to discuss and resolve specialist matters, at a strategic and organisational level.
- Demonstrate well-developed written and verbal communication skills and effective presentation skills.

Specialist Skills and Knowledge

The incumbent must be able to demonstrate:
- Broad knowledge of building and open space construction, facility management and building maintenance principles and practices.
- Ability to provide professional and technical advice for building related projects to internal and external customers in relation to specialist matters.
- Knowledge of all legislation and regulations relevant to building code requirements for a wide variety of building type projects.
Competencies

Qualifications and experience

The incumbent requires:

- A tertiary qualification in building construction, or a relevant discipline or less formal qualifications with relevant experience in the delivery of building and open space construction, maintenance and operational projects.
- Experience in project and contract management/administration skills of contractors and consultants within the building industry including relevant onsite experience in the management of contractors and consultants.
- Construction Induction Card (also known as White Card) is required for access to any construction site.
- Relevant municipal or related equivalent experience.
- Current Drivers Licence.

Pre-Employment Checks

Applicants will be required to undergo pre-employment checks including but not limited to a Police Records, Medical and Working with Children Checks.

Key Selection Criteria

Selection will be based on the following key selection criteria; however reference will also be made to other listed skills, knowledge and attributes as required in the position description.

- A tertiary qualification in building construction, or a relevant discipline or less formal qualifications with relevant experience in the delivery of building and open space construction, maintenance and operational projects (local government experience desirable).
- High level project and contract management/administration skills of contractors and consultants within the building industry.
- Knowledge of all legislation and regulations relevant to building code requirements for a wide variety of building type projects.
- Demonstrated ability to develop and maintain effective relationships that work towards achieving positive outcomes.
- Well-developed communication, negotiation and time management skills.