

Position Description (Employee)

Senior Project Manager

Division	Chief Operations Office
Business Unit	City Transformation
Grade/Band	Band 8
Date position description approved	14 February 2020

Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious Sustainable Sydney 2030 – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six core values guide everything we do at the City.

Primary purpose of the position

The primary purpose of this position is to effectively manage allocated City Transformation infrastructure projects from initiation till completion and handover, which will including:

- A focus on the engineering aspects of the project delivery, involving hands-on review of the civil, structural, electrical, drainage, water and traffic engineering disciplines;
- Managing the timely approvals of internal and external experts and stakeholders; and
- Ensuring efficient cost, time, quality, safety and relationship management for the overall project.

Sydney Light Rail is in the final stage of handover from Transport for New South Wales, with defects rectification and non-conformance resolution ongoing. However, there are still many projects and functions that need to be undertaken over future years to enable the transformation of the City. Some of the projects for delivery by City Transformation include:

- Light Rail associated works;
- Traffic Lane Closures and further pedestrianisation of George and Devonshire Streets;

- Ausgrid substation relocation and new lighting control cabinets;
- Various public domain and pedestrian projects within the Sydney city centre as contained in the Five Year Action Plan developed with TfNSW;
- City to Green Square Trackless Tram project lead by TfNSW;
- Redfern Station Upgrade with upgrades to Little Eveleigh and Marion Streets lead by TfNSW;
- Public Art and Special Public Domain projects as required.

The position is for a two year period. Outstanding projects will be transitioned after that time to other parts of the organisation (will be handed over to City Services and/or City Projects).

Key accountabilities

- Manage, coordinate and oversee all aspects of project development and implementation including planning, design, procurement, supply, construction and close-out with appropriate governance and risk management. This include identifying, allocating and managing priorities while meeting reporting and compliance requirements, to ensure project outcomes are achieved on time, on budget, and to quality and environmental standards and statutory requirements.
- Provide hands-on review of the engineering aspects of the project delivery including civil, structural, electrical, drainage, water and traffic disciplines while managing the timely approvals of internal and external experts and stakeholders.
- Manage the engagement, consultation and liaison of internal and external stakeholders, including, contractors, consultants, communities, and external Authorities, during the planning, development, implementation and review of projects to maximum outcomes of projects, compliance to City's policies and practices, and conformance with statutory requirements and standards and collaboration with City's staff and other government agencies.
- Own and manage end-to-end project procurement and performance monitoring of procured contracts in accordance with City's policies and the Local Government Act to achieve competitive pricing, demonstrate value for money, and ensuring suppliers comply with their contractual obligations.
- Initiate and manage all aspects of contract administration and contract management as per City's procedures and best industry practice to provide risk managed financial and program objectives.
- Ensure that the manager is fully informed of all projects activities and strategies to achieve the objectives of City's Transformation.
- Ensure the delivery of high quality, professional reports and correspondence, provision of presentations and representations at Council meetings, public forums and other meetings, during and outside working hours.
- Manage safety through design and safety on site. Work within Council's WHS and EEO policies and procedures and within designated limits of delegation.

Key challenges

- Managing a number of allocated projects with a hands-on approach to produce results.
- Achieving outcomes in the best possible interest of the project, unit and the City while managing conflicts and risk of disputes.

- Ensuring efficient delivery of many technical and engineering aspects along with the management aspects of the projects.
- Collaboration with multiple stakeholders in a complex environment.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Receive advice and report on progress towards business objectives and discuss future directions • Provide expert advice and contribute to decision making • Identify emerging issues/risks and their implications and propose solutions
Project Team (City Transformation)	<ul style="list-style-type: none"> • Guide, support, coach and mentor team members • Lead discussions and decisions regarding key projects and deliverables • Strong collaboration with City Design
Stakeholders (Internal) (Various divisions / units of the City)	<ul style="list-style-type: none"> • Provide expert advice on a range of project related issues and strategies • Optimise engagement to achieve defined outcomes • Manage expectations and resolve issues • Work with the WHS Unit team to drive a safety culture for staff and their work environment • Work with the Procurement, Finance and Legal / Governance teams to ensure all activities regarding contract delivery are followed and conducted ethically in accordance with the City's code of conduct and local government act.
External	
Stakeholders (External) (Contractors, Consultants, Suppliers, Authorities, Utilities, Community etc.)	<ul style="list-style-type: none"> • Analyse, evaluate, negotiate and approve contracts and service agreements • Engage in, consult and negotiate the development, evaluation delivery and acceptance of the project works. • Manage expectations and resolve issues • Communicate needs, facilitate routine business transactions and resolve issues • Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements

Key dimensions

Decision making

- The position holder will be able to exercise a degree of autonomy in the day-to-day management of projects, particularly in the construction phases in accordance with the schedules and targets set by their Manager and other positions as per council delegations.
- The incumbent has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.
- All personnel have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed / implemented. Such circumstances may include life threatening situations or those that could result in loss of limb or other significant lost time injury.

Reports to

Senior Advisor, City Transformation

Number of indirect reports

Consultants, Suppliers, Contractors etc. as required for the delivery of the allocated projects

Essential Knowledge, Skills & Experience

Essential Criteria

- Tertiary qualifications at degree level in a relevant field such as Civil Engineering or Construction / Project Management with an engineering and delivery base.
- Significant post graduate experience in project management of capital works projects and providing hands-on review of civil, structural, electrical, drainage, water and traffic engineering aspects of capital works projects.
- Well-developed oral and written communication skills and the demonstrated ability to influence and communicate with a broad range of senior management, technical specialists, community members and other stakeholders.
- Experience in coordinating multi-disciplinary teams combining public domain, transport, infrastructure and various engineering expertise.
- Extensive experience in dealing directly with issues surrounding the design, integration and construction of utilities in public domain projects and achieving high quality public domain outcomes.
- Demonstrated experience in financial management including, financial analysis and budget planning and monitoring.

Desirable Criteria

- Hands-On experience in AutoCAD, Arc GIS, Technology One, MS Excel databases and MS Project software.
- Sound knowledge of urban design principles & streetscape project development.

Capabilities for the position

The City's capability framework outlines the capabilities everyone needs to work well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for **employees** and managers which provide clarity, common language and consistency.

Capability Group	Capability Name	Level
Personal attributes	Act with Integrity and Courage	Adept
	Demonstrate Accountability	Advanced
	Manage Self	Adept
	Display Resilience and Adaptability	Adept
Relationships	Work Collaboratively	Adept
	Communicate and Engage Respectfully	Adept
	Community and Customer Focus	Adept
	Influence and Negotiate	Advanced
Results	Deliver Quality Results	Adept
	Create and Innovate	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
Resources	Finance	Adept
	Technology and Information	Adept
	Assets and Tools	Adept
	Procurement and Contracts	Adept

**This profile is subject to an organisation-wide review of capability profiles. The final profile may vary slightly.*

Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities 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 at a satisfactory level for a candidate to be suitable for appointment.

Group and Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate 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

		<ul style="list-style-type: none"> • 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 risk management framework
Personal Attributes Display Resilience and Adaptability	Adept	<ul style="list-style-type: none"> • Is flexible, showing initiative and responding quickly to change • Accepts changed priorities and decisions and works to make the most of them • Gives frank and honest feedback / advice • Listens when challenged and seeks to understand criticisms before responding • Raises and works through challenging issues and seeks alternatives • Stays calm and acts constructively under pressure and in difficult situations
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> • Contributes to a culture of respect and understanding in the organisation • Creates an atmosphere of trust and mutual respect within the team • Builds cooperation and overcomes barriers to sharing across teams/units • Relates well to people at all levels and develops respectful working relationships across the organisation • Identifies opportunities to work together with other teams/units • Acts as a resource for other teams/units on complex or technical matters
Relationships Influence and Negotiate	Advanced	<ul style="list-style-type: none"> • Builds and maintains professional relationships inside and outside the organisation • Makes a strong personal impression and influences others with a fair and considered approach • Establishes a negotiation position based on a firm grasp of key issues, likely points of difference and areas for compromise • Identifies key stakeholders and tests their level of support in advance of negotiations • Uses humour appropriately to enhance professional relationships and interactions • Pre-empts and minimises conflict by working towards mutually beneficial outcomes
Results Deliver Quality Results	Adept	<ul style="list-style-type: none"> • Takes responsibility for the quality and timeliness of the team's work products • Ensures team understands goals and expectations • Shares the broader context for projects and tasks with the team • Identifies resource needs, including team, budget, information and tools

		<ul style="list-style-type: none"> • Allocates responsibilities and resources appropriately • Gives team members appropriate flexibility to decide how to get the job done
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> • Consults on and delivers team/unit goals and plans, with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and projects • Scopes and manages projects effectively, including budgets, resources and timelines • Manages risks effectively, minimising the impacts of variances from project plans • Monitors progress, makes adjustments, and evaluates outcomes to inform future planning
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Draws on numerous sources of information, including past experience, when facing new problems • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports • Uses rigorous logic and a variety of problem solving methods to develop workable solutions • Anticipates, identifies and addresses risks and issues with practical solutions • Leads cross team/unit efforts to resolve common issues or barriers to effectiveness
Resources Finance	Adept	<ul style="list-style-type: none"> • Uses basic financial terminology appropriately • Considers the impact of funding allocations on business models, projects and budgets • Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition • Prepares and evaluates business cases with due regard for long term financial sustainability • Applies high standards of financial probity with public monies and other resources • Identifies, monitors and mitigates financial risks
Resources Procurement and Contracts	Adept	<ul style="list-style-type: none"> • Prepares documents that clearly set out business requirements, deliverables and expectations of suppliers • Delivers open, transparent, competitive and effective procurement processes • Manages relationships with suppliers and contractors to ensure expectations are clear and business needs are met

		<ul style="list-style-type: none">• Takes appropriate actions to manage and mitigate procurement and contract management risks
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