Position Description (People Managers)
Senior Project Manager – Community Consultation

Division	Chief Operations Office
Business Unit	Community Relations
Management Level	M4
Grade/Band	Band 8
Date position description approved	19 November 2019

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

Senior Project Manager – Community Consultation oversees a wide range of core engagement needs for projects and programs across the City of Sydney delivered by the Strategic Engagement and Community Relations team.

The role is responsible for implementing the City's community engagement principles and delivering on our commitment to involve people in shaping their city and the decisions that affect their lives.

Key accountabilities

Lead community engagement strategy development, implementation and reporting on a large suite of projects and strategies being undertaken by the City of Sydney.

Coordinate monthly reporting on projects under consultation and engagement outcomes for the Strategic Engagement and Community Relations team.

Oversee content for the Sydney Your Say consultation pages including statutory exhibitions and other online consultations.

Work closely with City Communications and other key business areas to ensure consistent messaging and communication support, and for the smooth transition to construction and implementation once the consultation and development phase is complete.

Respond to the community in a timely way that builds trust and develops productive relationships with the people who live, work, visit, study and do business in our city.

Key challenges

- Being agile and responsive to the community and broader context which can change.
- Coordinating the consultation needs for a large portfolio of projects at any one time.
- Working across diverse project types and maintaining relationships across a large number of business units.

Key relationships

Who	Why
Internal	
Manager, Strategic Community Consultation	- 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
Direct Reports	- Lead, direct, manage and support performance and development - Guide, support, coach and mentor
Strategic Engagement and Community Relations team members	- Collaborate with senior community engagement coordinators on keys projects with overlapping community interests - Provide leadership on team planning and reporting
Project and program teams in other business units	- Manage community engagement coordination meetings on key projects - Lead discussions and decisions regarding community engagement strategy development and implementation
External	
Stakeholders and community	- Manager relationships and implement responsive engagement - Manage expectations and resolve issues

Who	Why
Vendors/Service Providers and Consultants	• Communicate needs, facilitate routine business transactions and resolve issues • Monitor the provision of service to ensure compliance with contract and service agreements

Key dimensions

Decision making

The position is responsible for the development, implementation, reporting and evaluation of strategic community engagement and community relations activities on a range of local and strategic projects.

Reports to

Manager, Strategic Community Consultation

Direct reports

Approximately 3 direct reports

- Community Engagement Officers
- Construction Liaison Officers as required

Estimated number of indirect reports

NIL

Essential Knowledge, Skills & Experience

Tertiary qualifications in a relevant field;

Extensive experience in the development and execution of stakeholder engagement strategies in support of a diverse portfolio of projects and initiatives;

Strong knowledge of public participation including current theoretical thinking, approaches and methods;

Experience managing teams to meet project goals within strict deadlines and within agreed budgets;

Experience in dealing with a wide variety of people including project managers, community representatives and external stakeholder, executive, and representative level;

Proven communications skills including written and face-to-face.

Capabilities for the position

The City's **Leadership and Management Capability Framework (LMCF)** outlines the capabilities expected of people managers to perform 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.

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. The table below outline the suggested focus capabilities for both Leadership and management and is a guide.

Capability Group	Capability Name	Level
Leadership	Displays Awareness of Self and Others	Section Unit Manager - M4
	Cultivates Productive Relationships	**Section Unit Manager - M4**
	Drives Results	**Section Unit Manager - M4**
	Develops People and Culture	Section Unit Manager - M4
	Operates Strategically	**Section Unit Manager - M4**
Management	Technology and Information Management	Section Unit Manager - M4
	Finance and Resource Management	Section Unit Manager - M4
	Asset Management	Section Unit Manager - M4
	Risk Management, Safety and Compliance	**Section Unit Manager - M4**
	Procurement and Contract Management	**Section Unit Manager - M4**
	Project Management	**Section Unit Manager - M4**
	Change Management	Section Unit Manager - M4
	People Management	**Section Unit Manager - M4**