

SOUTHERN GRAMPIANS SHIRE COUNCIL POSITION DESCRIPTION

Position Details

Title:	Manager Project Management Office
Classification:	Senior Executive Officer
Business Unit:	Project Management
Directorate:	Infrastructure and Sustainability
Reports to:	Director Infrastructure and Sustainability
Supervisors:	Project Managers Project Management Office Business Partner

Our Vision and Values

Vision

Thriving Community, Limitless Opportunity

Values

Raise the Bar

Create Brilliance Together

Dream Boldly, Change Bravely

Integrity in Every Step

Child Safety

Southern Grampians Shire Council is a child safe organisation committed to the Victorian Child Safe Standards by:

- providing an environment where Aboriginal children and young people can express their culture and enjoy their cultural rights
- having a zero tolerance approach to child abuse
- having a zero tolerance approach to racism and an expectation that staff and volunteers will act on incidents of racism

Position Summary

Council's Project Management Office (PMO) forms part of the Infrastructure and Sustainability Directorate which comprises Works, Sustainability and Waste and Asset Management. Council's asset and property portfolio includes a diverse range of natural and built community facilities, roads and footpaths, land, and dams. As Council continues to transform the way it manages its \$380M asset portfolio, the PMO will lead the forward capital planning and delivery of the capital works program.

The PMO Manager is a crucial change agent role that leads the development and success of the PMO through leading capital project best practice, supported with systems and processes. Leading a technical team, the PMO Manager will foster a collaborative, customer focus culture

As a member of the senior leadership team, this role will contribute to Council's strategic objectives specifically through efficiencies and innovation to plan and deliver a sustainable long-term capital program.

Key Responsibilities

Business Partnership

- Contribute to the development of collaborative working teams through a customer service focus, external stakeholder engagement encouraging innovation within capital planning and delivery
- Contribute to the strategic leadership in the development and operations of Council's PMO
- Lead the transition and establishment of the PMO, based on industry best practice
- Contribute to Council's PMO specifically the establishment of a long-term capital program, with a key focus on stakeholder relations, sustainability, efficiencies, and innovation
- Lead team culture and practices consistent with Council's strategic objectives and priorities pertinent to the PMO such as commitment to circular economy and environmental sustainability
- To assist in achieving the Council Plan through integrated service delivery and capital management having regard to quality, safety, and environmental aspects with budgetary constraints

Communications and Engagement

- Build a culture of collaboration and engagement across the PMO, Service and Client representatives to support the change management into the PMO
- Establish regular reports from the PMO to executive, Council and the community providing regular updates on progress, projections, innovations, and advancements
- Develop an agile work team promoting and enabling a customer focus approach contributing to the development and delivery of the Department objectives.
- Build outward and innovative thinking within the team and with external parties, to achieve efficiencies, trial, and test new methods.

Change Management

- Establish standards, protocols, processes, and functions such as to inform analytics, tracking, planning, resource allocation, prioritisation, scheduling and reporting for business planning, monitoring, and review.
- Apply and foster sustainable, efficient, and innovative practices in the planning and delivery of capital works and the capital program.
- Enable proactive awareness and promotion of the capital program, increase community and stakeholder knowledge and access to project status updates through the use of various community and digital tools.

Key Responsibilities

Corporate Responsibilities

- Apply and promote a customer focus approach by identifying, implement and review strategies to improve service quality, engagement, and communications
- Establish collaborative networks, both within and outside the industry in order to identify best practice management techniques and technologies
- Development of Council policies pertinent to department responsibilities and interests

Functional Responsibilities

- Oversee the long-term capital planning including the establishment of the PMO, respective strategic plans consistent with Council objectives for implementation
- Review and prepare unit costings for all areas of the Unit in order to compete for work both within and outside Council including the preparation and management of budgets for areas within the Department's responsibilities
- Oversee procurement and contract management within the responsibilities of the Department
- Regularly engage with the Director Infrastructure and Sustainability
- Contribute to funding and partnership applications or proposals to secure external funding which contribute to Council's strategic priorities
- Carry out additional duties as nominated by the Director Infrastructure and Sustainability

Extent of Authority

- Commit to and adhere with Child Safety standards and Council's requirements
- Accountable to the Director Infrastructure and Sustainability for the management of resources in the Department
- Achievement of set performance objectives for the established performance appraisal period

- Quality of work and positive responsiveness to client groups and the community in general in carrying out programs
- Accountable for meeting agreed budget outcomes for activities allocated

Judgement and Decision Making

- Ability to be innovative and strategically business orientated
- Ability to develop new approaches to problem-solving, particularly in relation to capital planning, development, and deliver
- Analytical skills are required, together with judgement concerning changes to long term capital planning and management

Specialist Skills and Knowledge

- Extensive knowledge of PMO industry best practice principles and practices
- Capacity to transform operational practices to achieve efficiencies through the application of digital tools
- HR Management skills associated with the day to day management of employees, team development and performance with a key focus on staff development and growth
- Ability to develop and manage budgets with proactive consideration to external partnerships and funding opportunities

Management Skills

- Will comply with systems and polices to ensure a safe work environment by:
 - Taking reasonable care for their own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act
 - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety, or welfare
 - Contribute to OHS consultation processes
 - Prompt reporting of hazards and incidents

Inter-personal skills

- Well developed engagement skills with demonstrated capacity to lead teams with an outward focus
- Highly developed written and verbal communication skills with demonstrated capability to prepare technical reports and presentations for diverse audiences

- Highly developed conflict resolution skills, particularly in relation to settlement of contract performance disputes

Compliance with Legislation and Policies

- Adhere to all current relevant codes of conduct and legislative requirements including but not limited to:
 - Southern Grampians Shire Council Policies and Procedures
 - Southern Grampians Shire Council Staff Code of Conduct
 - Privacy and Data Protection Act 2014 (Vic)
 - Equal Opportunity Act 2010 (Vic)
 - Occupational Health and Safety Act 2004 (Vic)
 - Government/Industry Codes of Conduct
 - The Southern Grampians Shire Council Enterprise Agreement
 - The Municipal Emergency Management Plan
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community
- Responsible for ensuring the security of Council's assets under the Officer's control
- Remain compliant with the requirements of the Occupational Health and Safety Act 2004 (Vic), and contribute to the health, safety, and wellbeing of Council employees by:
 - Initiating, developing, and maintaining safe work systems and environments
 - Applying skills to work with staff to lead, plan and drive OH&S outcomes across the unit
 - Ensuring compliance with OH&S and Risk Management policies and systems
 - Ensuring the unit OH&S activities and operations are conducted in compliance with applicable laws, regulations, and Council Code of Conduct
 - Engaging with teams to ensure that OH&S responsibilities and expectations are understood and met by all
 - Ensuring the workplace is free of risk and hazards for employees to work

Qualifications and Experience

- Working with Children's Check
- Tertiary qualification in a field relating to one or more of the following: infrastructure planning and deliver, engineering, commerce, or similar, with relevant work experience in capital project management including strategic planning and data modelling to support the development and delivery of capital programs
- Experience in leading and developing high performing technical teams

- Demonstrated experience in the application of sustainability or circular economy principles within capital projects / programs

Key Selection Criteria

The employee will demonstrate the following:

- Tertiary qualifications or equivalent, and significant relevant experience pertinent to this role
- Proven ability to lead and develop technical teams
- Well-developed interpersonal, verbal, and written communication skills
- A demonstrated commitment to providing quality customer service that delivers best value
- A proven commitment to Occupational Health and Safety in the workplace

Agreement

I, _____ have read and understand the objectives and conditions of the above mentioned role.

Employee: _____

Signature: _____

Date: _____