

POSITION DESCRIPTION

POSITION TITLE	Project Manager - Capital Delivery
CLASSIFICATION	SRW Enterprise Agreement Professional Services Band D plus employer contribution to superannuation in accordance with the <i>Superannuation Guarantee (Administration) Act 1992</i> .
BUSINESS UNIT	Asset Futures
ENGAGEMENT	Full Time Ongoing/Fixed Term
LOCATION	Werribee or Maffra Negotiable across SRW major offices dependent on team and role
REPORTING LINES	Reports to: Team Leader, Capital Delivery (or) Program Leader MID Modernisation (or) Program Leader, WID Modernisation Direct Reports: Nil
DELEGATIONS	This position has authority to make decisions and direct activities for SRW as conferred by Southern Rural Water's Instrument of Delegation and as set by: <ul style="list-style-type: none"> • this position description • other directions or instructions specified by SRW or a SRW delegate

POSITION OBJECTIVE

The Project Manager - Capital Delivery manages the delivery of a range of capital projects and programs through the design and delivery phases, to ensure Southern Rural Water's (SRW) infrastructure projects and programs are well planned and delivered. The position supports SRW's target to deliver the capital program to an agreed scope, quality, schedule, and budget, whilst ensuring the best value for customers and adequate consideration of all stakeholder requirements.

POSITION SPECIFIC RESPONSIBILITIES

The Project Manager - Capital Delivery is responsible for:

- Delivering capital projects and programs in accordance with SRW governance processes, including Project Management Framework, capital processes and other relevant policies and procedures, ensuring adherence with all state and federal government directions, instructions, policies and guidelines.
- Oversight of individual projects and subsequent project reporting.

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- Preparing project briefs and managing consultants undertaking designs, specialist investigations or contract administration support.
- Reviewing designs and technical documents, ensuring they meet SRW operational requirements.
- Obtaining relevant project approvals, including relevant permits, cultural heritage, environmental and other external authority approvals.
- Developing appropriate procurement plans for projects.
- Preparing procurement documentation, including specifications, administration and documentation of tenders including tender evaluation and report, approvals, and assisting the Procurement team to compile contract documentation for award and execution.
- Risk management and documentation, including Safety in Design.
- Identifying and informing relevant stakeholders of commercial risks whilst preparing and administering project delivery contracts.
- Administering consultancy and construction contracts.
- Project management tasks, including the requirement to develop and maintain documentation in the required format, including:
 - Project plans.
 - Budgets, cost estimates and forecasts.
 - Risk registers, including safety, environment, cultural heritage, quality and community.
 - Delivery programs/schedules.
 - Project status reporting and other reporting requirements (internal and external) on overall risk, cost, time and quality for individual projects or programs of work.
 - Contract management plan, including safety, environment and quality.
 - Monitoring and coordinating construction phase activities, including regular site attendance and contract meetings.
 - Stakeholder engagement.
 - Chair or participate as a key member of project steering and project control groups.
- Supporting engagement processes with customer and stakeholder relations, including working collaboratively with the Communications and Engagement team to develop Communication and Engagement Plans.
- Capitalisation of all new assets in a timely manner.
- Completion of Asset information handover, ensuring internal requirements for new assets are met and handed over, including working collaboratively with the Asset Management, Headworks and Service Delivery teams.
- Project close out activities.

PEOPLE MANAGEMENT

- Encourage and maintain positive working relationships with all colleagues to ensure a professional and collaborative working environment.
- Support colleagues and Coordinator/Supervisor/Manager as required to achieve overall team goals, service levels and other targets.
- Work in a manner that ensures adherence to SRW policies and Corporate Instructions.
- Demonstrate excellent and professional behaviour and conduct at all times in accordance with SRW values and behaviours requirements both internally and externally.

OPERATIONAL RESPONSIBILITIES

- Effectively see all tasks through to completion in line with individual tasks/projects, service levels and other targets.

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- Work within agreed plans, policies and processes including safe work practices.
- Adhere to SRW's Purchasing Policy and Probity Guidelines.
- Identify and report opportunities for increasing efficiency and/or effectiveness to ensure continuous improvement.
- Demonstrate a commitment to effective internal and external customer service.
- Maintain currency of technical skills and knowledge to ensure work is performed as per the requirements of the role.
- Maintain complete and accurate records of all work-related activities including documentation and administration as per the organisations records management policy and adherence to the organisations written style.

SCHEDULING RESPONSIBILITIES

- Regularly monitor and report on work and activity progress against individual and team corporate performance indicators and project targets.
- Understand the contribution of own work towards the achievement of team, business unit and strategic organisational goals.
- Fulfil emergency related functions including filling an incident management team position, by mutual agreement, if a CIMP is enacted.

HEALTH, SAFETY AND WELLBEING

- Ensure all team members (and self) are aware of and adhere to, SRW policies and OH&S requirements.
- Work in a manner that ensures adherence to OH&S requirements.
- Immediately report any hazards, hazardous situations, notifiable incidents, including 'near misses' to immediate supervisor and recording these in SRW relevant systems and programs
- Participate in the resolution of safety issues.

KNOWLEDGE SKILLS AND ABILITIES

- Capability to plan and manage Water Sector capital projects, preferably with an Engineering and Project Management background.
- High quality written report and presentation skills, particularly the ability to explain complex issues in terms tailored to suit varied audiences.
- Ability to think creatively to understand and identify solutions for complex problems.
- Proven successful delivery of projects that meet agreed scope, on time and within budget.
- Proven capability to support and administer capital projects involving design, construction of works, procurement and contract management, preferably within the water industry.
- Demonstrated competence in undertaking procurement for construction, planning, administering, and advising on project consultancy and construction contracts.
- Demonstrated experience in engineering practice and infrastructure project delivery.
- Proven capability to work with the Australian Standard General Conditions of Contract for construction, Victorian Public Sector Forms of Contract, VicWater Major Works Form of Contract, and/or Design and Construct Contracts.
- A detailed understanding of the environment in which infrastructure projects are planned and delivered.

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- Sound engagement skills with people, customer, community and stakeholders from varied backgrounds to build and maintain constructive relationships.
- Excellent inter-personal, computer, written and oral communication skills over a range of audiences.
- Sound project planning skills and the ability to identify future opportunities and risks.
- Solid influencing skills with a detail orientated approach to planning.
- Self-motivated, organised and with excellent teamwork skills.

QUALIFICATIONS

- A degree in Engineering or equivalent (required) and eligibility for membership of Engineers Australia is preferred but not mandatory.
- A formal Project Management qualification/certificate is preferred but not mandatory.
- Qualifications and/or experience in any of the following fields would be highly regarded:
 - Project Management
 - business management
 - water industry
 - health safety and wellbeing
 - construction

PRE-REQUISITES

- Possess and maintain a current Victorian driving licence.
- Possess and maintain relevant qualifications, licences pertaining to role.
- Previous experience in infrastructure project management.
- Competent in the use of the Microsoft suite of products.
- Ability to travel to and from the allocated office or works site, and work from other SRW Office locations as required via negotiation

SRW VALUES

Adherence to Southern Rural Water's Values as described below:

We are **always safe** and **accountable** working as **one team** to deliver a lasting **legacy**.

DIVERSITY AND GENDER EQUALITY

At SRW we value a diverse workforce, we acknowledge that it is our responsibility to create gender equality and inclusive workplaces where everyone can be their best self, regardless of gender.

EMPLOYEE POLICIES

All SRW staff are required to comply with the Code of Conduct for Public Sector Employees, which can be found by visiting <http://vpsc.vic.gov.au/resources/code-of-conduct-for-employees/>

DATE APPROVED	April 2024
APPROVED BY	General Manager Asset Futures