

Position Description

Project Manager - Contracts



Position Title:	Project Manager - Contracts	Position Number:	0775, 2363, 3160
Division:	Engineering	Job Grade:	JG7
Unit/Section:	Infrastructure Delivery	Award base:	35 hours
Unit/Section Leader:	Manager Infrastructure Delivery	Reports to:	Coordinator - Contracts
Supervises:	Nil to 2 staff plus contractors		
Date Created /Revised:	May 2017 - review of PD and position title July 2014 Restructure February 2014 - updated Division name 18/10/2004 / Mar 2009 APNs		

Primary Objective

- Provide efficient, timely and high quality procurement and project management services to all other sections across Council.
- Provide support to the organisation for the procurement of goods, materials and licensed services by contractual arrangements.
- Provide timely and accurate procurement advice to the organisation.

Values Statement

What we value
Living and loving the Tweed.
We look after people and places, explore all opportunities and
are proud of our passionate approach.
We care about each other, choose to be here, and are in this together.
We have conversations where everyone can contribute and we are willing to have a go.
We put back in to make a difference,
so that our Tweed community is even better tomorrow than it is today.

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External Environment

Tweed Shire is one of the fastest growing areas in New South Wales. The Shire also has the second highest biological diversity of any area on the Australian Eastern seaboard.

Organisational Environment

ENGINEERING DIVISION

The Engineering Division provides roads, footpath and cycleway, stormwater, flood mitigation, water supply and wastewater services to the Tweed community and is responsible for the planning, design, construction, operations and maintenance of the associated infrastructure.

Infrastructure Delivery Unit:

The Infrastructure Delivery Unit is one of four within the Division and is responsible for the efficient and effective delivery via day labour construction or external contract of infrastructure and other projects. The Unit must conform with the stringent statutory requirements of several Acts, including the Work Health and Safety Act 2011.

The Unit provides contract document preparation, supervision, administration and provides procurement advice to the organisation.

The Unit also provides mobile plant, store and depot services to the organisation and undertakes environmental management of the remaining non operational Council quarries.

As the Tweed Shire is a rapidly growing area, the demand for infrastructure is high. Efficient provision of this infrastructure must be balanced against the environmental concerns that accompany an area that is geographically and ecologically unique.

The work environment is busy, responsive to customer demands and requires regular adjustment of priorities and activities.

Council is committed to the principles of ecological sustainability in all operations and responsibilities.

The Position

The position is required to ensure procurement and project management services are provided to Council's other units in an efficient, timely and high quality way with a strong focus on client satisfaction.

The position is responsible for ensuring that procurement is achieved in a cost effective and timely manner in accordance with the NSW Local Government (Tendering) Regulation and Council's Procurement Policy. The position is also required to proactively manage contracts and to co-ordinate delivery of goods and services in accordance with Council's and the client's requirements.



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The position is responsible for providing expert technical advice, review and supervision of contracts, engineering designs and construction methods for civil works, mechanical and electrical works, and building works.

It is essential that the incumbent possess a willingness to learn and adapt to various work environments. Where workloads require, the incumbent may be required to work outside the Contracts Section, and in particularly within the Construction Section of Infrastructure Delivery.

The position requires attention to detail, flexibility, contribution to the provision of client services across the work of the Unit, the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

Competence in written reporting and verbal communication in plain colloquial English is required as the research and liaison components of the position may involve regular interaction with consultants, Councillors, Contractors, other staff and the public.

The incumbent is expected to participate in the personal performance management and organisational and personal development activities appropriate to the level of responsibility set by the Job Grade. This includes higher duties relieving within the Division from time to time.

The work of the position includes, but is not limited to, the following:

Key responsibility areas	Associated key duties
1. Operational Management	<ul style="list-style-type: none">• Implement resolutions of Council relating to Contracts• Liaise with Supervisor and colleagues on matters arising on the implementation of the section's works program(s).• Develop, implement and maintain systems to ensure legislative and statutory compliance with various Acts and Statutes of Law. In particular: LG Act, EPA Act, Australian Standards, Contract law• Prioritise and plan tasks, activities and resources based on relevant information in line with program, project and organisational objectives.• Implement and review policies and procedures relevant to areas of responsibility.
2. Working within a Team	<ul style="list-style-type: none">• Contribute within the Section to enable it to be a high-performing service-focussed unit that understands and focusses on the needs of its clients.• Monitor and provide feedback on Section resources to ensure the forward plan of works will achieve timing, quality and financial requirements.• Participate in mentoring opportunities and promote a supportive atmosphere where staff are encouraged to extend themselves.



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	<ul style="list-style-type: none"> • Develop and maintain team loyalty, cohesion and team membership between members of the Section staff.
<p>3. Budget Development and Maintenance</p>	<ul style="list-style-type: none"> • Actively manage budget risks on projects and contracts on behalf of clients. • Accurately cost resources, time, people and materials as required. • Benchmark to monitor cost effectiveness of resources on projects and identify and implement improvements as required.
<p>4. Risk Management</p>	<ul style="list-style-type: none"> • Implement a systematic approach to avoiding, reducing and controlling risks. • Identify and actively manage emerging issues and areas of risk for projects and systems. • Balance the cost of managing risk against any benefits from taking the risk. • Advise on and manage procurement and project risks for clients across the organisation.
<p>5. Customer Service</p>	<ul style="list-style-type: none"> • Ensure services are consistent with Council standards. • Develop and maintain effective partnerships with key stakeholders and all customers, internal and external. • Actively participate within the Section to enable it to be a high-performing service-focussed unit that understands and focusses on the needs of its clients. • Promptly attend to all customer enquiries in a courteous and effective manner. • Treat customers in an aggrieved, emotional or difficult situation with empathy and sensitivity.
<p>6. Communication and Consultation</p>	<ul style="list-style-type: none"> • Liase with the general public where contract work may impinge on the public at-large. This includes the attendance and addressing of public meetings on sensitive issues requiring the use of tact and diplomacy to justify and substantiate Council's position on the subject under consideration. • Liase with and engage, where necessary, other service authorities where contract work may have an impact on their operations or assets. • Communicate proactively with clients to ensure early discussion and resolution of issues for the future work plan, projects and contracts. • Liase with the project designer over design clarifications and alterations. • Prepare reports and recommendations to Council on contractual issues, etc. • Provide briefings, advice and recommendations to



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	<p>Directors and Managers on contractual matters.</p> <ul style="list-style-type: none"> • Engage, brief and manage legal professionals on contractual matters as and when required • Utilise conflict resolution and/or negotiation skills as determined by the situation. • Participate and lead as required, meetings and group discussions. • Train and/or facilitate groups as required. • Represent Council in tender negotiations • Act as Superintendent's Representative in contract management and meetings with contractors.
<p>7. Project Management</p>	<p>Undertake all aspects of Project management on the suite of projects under the control of the position, including:</p> <ul style="list-style-type: none"> • Developing project briefs with the client to ensure scope, funding, timing and success criteria are clearly defined • Identifying, prioritising and managing project stakeholders, risks, resources, budgets and timing to enable early reporting and interventions and result in the successful delivery of the project and program of works controlled by the Contracts Unit • Ensuring quality, budget, time, WHS, and Environmental Standards / Targets are met on all projects under the control of the position • Resolve conflicts and queries (both internal and external) to ensure completion of works to acceptable standards / targets • Program and Project Management of multiple contracts and coordination of Council's day labour force to achieve the coordinated construction of projects • Regular on-site construction management and coordination with Council construction supervision • Regular, accurate and concise project reporting utilising the corporate PM system • Run project close-out including Work as executed Drawings & Documentation, Debriefs and Lessons learnt
<p>8. Contracts Management</p>	<p>Provide contracts and project management for Council's outsourced contract works, services and materials, including:</p> <ul style="list-style-type: none"> • Procurement risk assessments and planning • Pre-tendering and tendering processes • Practical experience in construction and knowledge of previous contracts via the design and documentation review process. • Assessment of tenders, negotiations with tenderers, reporting & recommendations to Council. • Execute acceptance and formal contract matters.



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	<ul style="list-style-type: none"> • Contract superintendence, progress payments, variations, keeping of records, resolution of disputes, and negotiation with contractor, completion, finalisation. • Program and Project Management of multiple contracts and coordination of Council's day labour force to achieve the co-ordinated construction of projects. • Administer Quality Assurance based contracts to AS9002 and AS3905. • Ensure the contractor is employing safe working practices, having due regard for the safety of the site work force and the general public. • Plan and ensure compliance with Development Consent conditions related to specific projects
<p>9. Construction Management</p>	<p>Undertake all aspects of Construction management on the suite of projects under the control of the position, including:</p> <ul style="list-style-type: none"> • Apply technical expertise to carry out design reviews and construction supervision to ensure constructability, best value, timeliness, resourcing, quality, WHS and environmental requirements are met appropriately. • Apply construction experience to review, supervise and trouble shoot construction works through site visits, desktop analysis and risk prioritisation. • Provide appropriate on-site direction to contractors and staff whilst ensuring best value contractual outcomes for council are identified, negotiated and documented appropriately • Actively benchmark construction performance and keep records of achieved rates. • Schedule and review project activities. • Ensure quality control on all materials included in the works with a view to optimising asset life and maintenance • Maintain daily records of all construction activities • Accurately record Work as Executed Drawings for archives.
<p>10. Policy Development</p>	<ul style="list-style-type: none"> • Assist develop policy in the area of Contracted works, ensuring best practice with regard to ethical behaviour and accountability of staff and tender/construction procedures. • Review Contract and tendering policies, procedures and documentation • Assist develop guides and training resources that are efficient, accessible and easily understandable to improve procurement practices across the organisation.
<p>11. Term supply contracts and purchasing</p>	<ul style="list-style-type: none"> • Manage provision of term supply contract arrangements for other Council units that require regular supply of predetermined goods and services. • Provide procurement advice to ensure best value and lowest risk to Council for term supply contracts and purchasing.



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As a member of the Infrastructure Delivery Unit the position requires attention to detail, flexibility, the ability to contribute to the provision of client services across the work of the Unit, the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

Health Safety and Environmental System (HSES) Responsibilities:

In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol this position has been deemed to fall within the following categories:

Category 4 – Supervisors - Office Based

(For the purpose of this protocol the term supervisor covers all other office based positions, irrespective of title, with responsibility for the supervision of staff)

Supervisors are to ensure that all the requirements of the WHS Management System are adhered to and to monitor staff to ensure compliance.

For a complete list of the WHS Responsibilities, Authority and Accountabilities of this position staff are to refer to the Protocol located on Council's intranet site:

[http://tscdotnet/Download.aspx?Path=/OMS/Documents/WHS Responsibility, Authority and Accountability 2.3.pdf](http://tscdotnet/Download.aspx?Path=/OMS/Documents/WHS%20Responsibility,%20Authority%20and%20Accountability%202.3.pdf)

Category 8 – All Employees

All employees are required to perform their duties in accordance with their relevant position description, WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

WHS Training Requirements

The WHS training requirements for this position as per the WHS TNA are:

	WHS Training Needs Analysis	Position(X)
Generic WHS Training	Online TSC Safety Induction Program	X
	Local Area Induction (Level 2 Work Activity)	X
	Contractor Management	X

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Organisational and External Relationships:

Organisational relationships

- Liaise with most units of Council both indoor and outdoor to achieve project outcomes, policy changes, staff direction and management, and financial objectives.

External Relationships

- Liaise with members of the public, Government Agencies, Suppliers, Contractors, Consultants, and industry peers to ensure project outcomes, operational compliance, quality customer service, and professional development.

Within the context of the position, the incumbent is also responsible for:

- maintaining work standard quality
- continuous improvement of procedures and systems
- provision of quality customer service.

Location of Position:

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the supervisor.

Probationary Period:

The position incumbent will undergo a 3 months probationary period. Where deemed appropriate, the probationary period can be extended by the relevant Director for no more than a further 3 month period. Successful completion of the probationary period will result in confirmation of the appointment.

Verification of Qualifications:

Guidelines

- All original certificates or certified (by the institution) academic transcripts must be sighted by Council. Cost of providing documentation is to be borne by applicant.
- To facilitate the verification of qualifications written permission must be given to the Tweed Shire Council for the relevant educational institution to be contacted.
- Falsely claiming qualifications will lead to dismissal and/or prosecution for any relevant offence.
- Applicants to sign a certificate declaring that qualifications are genuine and that if falsely claimed can lead to dismissal.

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Required Personal Attributes, Knowledge and Competence

Selection Criteria (to be addressed in full when making application)

Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview.

Council is seeking personal attributes and work values consistent with Council's Corporate Values.

Knowledge and Competence: (to be addressed in full when making application)

1. Degree qualifications in Engineering, Procurement or relevant discipline and /or substantial technical experience and competence in a similar role.
2. Demonstrated competence in Project Management and the ability to manage multidiscipline projects simultaneously; especially engineering projects
3. Demonstrated competence in Contract management including procurement risk assessment and management; tendering processes, assessment and evaluation; contract supervision and close out.
4. Demonstrated technical and practical experience in Construction and Design of engineering infrastructure.
5. Demonstrated competence/knowledge in Contract Law and Contractual arrangements.
6. Demonstrated understanding of current industry trends, best practice and priorities relating to Contracts Management.
7. Well-developed oral and written communication skills including liaison and conflict resolution.
8. Demonstrated competence in managing multiple priorities to meet project and program management deadlines.
9. Demonstrated experience in acting as the Superintendents Representative within a contract environment.
10. Hold a class C Drivers Licence valid in the state of NSW.

Desirable:

11. Demonstrated experience in Local Government tendering and procurement practices
12. WorkCover WHS Induction Training for Construction Work.