

## Lead Project Manager (3 year fixed term)

Classification	Band 6
Team	Assets & Operations
Reporting to	Program Manager
Location	Bendigo WRP, Howard Street Epsom
Effective Date	9 July 2024

### Working at Coliban Water

Underpinning healthy people is healthy water!

Every day almost 180,000 customers in North Central Victoria trust us to deliver the water and sewage services that underpin the health and prosperity of their communities – now and tomorrow. We deliver these services to residents, farmers, businesses, and industry in 49 communities in an area spanning more than 16,500 square kilometres.

Led by our vision **healthy water, healthy people**, putting our customers and communities first is part of our DNA.

Day-to-day this means we maintain and upgrade the water and sewage pipes, pump stations and treatment plants we all rely on. And it's why we've set a bold strategy to build on that trust, enhance our natural environment, strengthen water security and resilience, and help shape the future of our region for the better.

While we're proud to lead the way, we know our success will come from deep understanding and collaboration. We engage regularly with and learn from our customers, communities, Traditional Owners, strategic partners, and others – because as locals, too, we know the best outcomes are realised when we all work together.

### What we stand for

We're focussed on a culture of Earn the customer, Own the risk, and Act. This underpins our ability to deliver high quality services to our region.

Earn the customer	We exist to serve our customers. We 'wow' them with an outstanding experience.
Own the risk	We take responsibility and are accountable to our customers and communities.
Act	We are brave in our decision making and take action. We make good judgements based on evidence and we follow through.

Working with us, you'll be joining a vibrant, dynamic, and supportive team that:

- Respects, supports, and collaborates with the First Peoples of the land on which we live and work.
- Champions an inclusive culture that celebrates diversity.
- Is committed to flexible work and balance.
- Is a leader in the area of social justice, which sees us challenging the way we work to improve gender equality and support those impacted by family violence.

At Coliban Water we balance a small team rhythm with the reach and resources of one of the largest Victorian regional urban water corporations.

With big plans on the drawing board over the next five years, it's a great place to take the next step in your career.

What are you waiting for? We'd love you to join us.

## Position overview

The Bendigo Water Reclamation Plant has been treating the wastewater from sinks, toilets and drains across Bendigo for 100 years. Funded by the customers it serves, it remains a critical piece of infrastructure for our community's health and supports our continued growth and success. But climate change, ageing infrastructure and a growing population mean we are acting now to ensure our sewerage infrastructure can meet community needs for the next 50 years.

The vision for the Bendigo Water Reclamation Plant (WRP) team is to deliver an integrated, sustainable, reliable and future proofed wastewater treatment infrastructure for the Bendigo township. Phase one of this program will see the multi million dollar upgrade of on-site facilities to better manage the final by-product of sewage treatment, biosolids.

The Lead Project Manager will play an integral role in all aspects of delivery of this project including:

- Leading the tender review and negotiation process to award a Design and Construction Contract
- Accountable for leading the detailed design review and approval process
- Leading the project team, including internal and external resources
- Ensuring projects deadlines are met
- Ensuring that the project scope is delivered within the approved project budget
- Manage commercial and program related claims arising under the delivery contract
- Managing relationships with clients and stakeholders
- Optimising and improving processes where possible or necessary
- Identify and mitigate project risks
- Manage project reporting
- Responsible for implementing Quality Assurance practices throughout delivery of the project

This role is suited to someone that has strong experience in managing large construction projects (preferably across wastewater), along with demonstrated leadership and management skills. The successful candidate will be driven with strong communication skills, problem solving and technical knowledge.

## Position dimensions

Capital and expenditure budget	In accordance with the organisational budget
Authorities/delegations	Refer Coliban Water Instrument of Delegations
Number of reports	3-4 direct reports
Internal working relationships	All Coliban Staff and Management, Presentations to Coliban Board and Program Steering Group (PSG)
External working relationships	External contractors and consultants, WRP Operator, Regulators and others as required
Other	Expected to work with subject matter experts to deliver solutions

## Key result areas

The Lead Project Manager is accountable for the following key result areas in leading the delivery of phase one of the Bendigo WRP upgrades, which will provide for better management of the biosolids produced by the plant.

### Project & Construction Management

- Accountable for project delivery from tender review and award, through design, construction and commissioning
- Managing delivery program to meet project milestones, including project approvals
- Facilitating technical review of design development to meet the required project outcomes for Coliban Water
- Financial management of budgets and forecasts to ensure the project is delivered within the allocated budget
- Responsible for preparation and/or review of project plans to manage risks, work sequences and interfaces related to the project
- Safety leadership for the project team and for contractors
- Ensuring compliance with Coliban Water's Integrated Quality System and Project Management Office standards
- Regular and ongoing project performance reporting such as EPMO updates, OH&S and Environmental audit outcomes and other project related reports that may be required

### Contract Administration and Delivery

- Tender review and negotiation for award, including preparing recommendations and managing risks
- Management of the Design and Construct contract for delivery of phase one of the Bendigo WRP upgrade
- Resolving any contractual claims arising through the delivery of the project
- Managing all deliverables under the contract
- Delivering on Coliban Water's sustainability and social procurement goals
- Acting as the Superintendent's Representative

### Leadership / team management

- Effectively lead a team to deliver the project by coordinating the work of a range of internal and external resources, including technical specialists, consultancies and contractors
- Building of knowledge, experience and capability within the project team, and encourage direct reports to act and apply good judgement
- Setting priorities for staff to ensure the project meets the agreed programs, and professional engineering standards and ethics are maintained to ensure quality outcomes for the Coliban Water
- Actively participate in Owning the risks across Assets and Operations department to make decisions that drive positive organisational outcomes
- Drive operational excellence by maintaining a focus on safety, high performance and continuous improvement whilst driving performance with clarity, communication and coaching
- Identify, lead and support change to improve organisational performance, encouraging those that challenge the status quo while ensuring a focus on proactive solutions.
- Proactively work to develop group morale and individual well-being

### Interface / stakeholder management

- Develop and maintain strong relationships with key stakeholders
- Demonstrate highly developed problem solving, critical thinking, negotiation and facilitation skills with stakeholders to achieve outcomes.
- Successfully manage project interfaces, including other projects and operations at the Bendigo Water Reclamation Plant
- Integration of the project and new assets into Coliban systems and networks
- Managing all internal and external planning and approvals

### Risk management

- Ownership of the risk management plan for the project
- Identifying and manage potential risks to the project
- Assessing the likelihood and impact of each risk
- Develop and own a risk management plan to monitor and control the risks that have been identified, and undertake regular reviews
- Communicate risk information to project stakeholders

## Performance level

Action and accountability	This role provides expert advice and counsel to the business. It will be able to lead the investigation of major issues. Development of strategies to resolve
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	problems is a key feature for this role along with a direct influence over policy / program development or delivery.
<b>Judgement and problem solving</b>	This role makes decisions within complex and/or dynamic environments. Problems and issues may not be easily understood and frequently arise. There is the requirement to develop new methods and/or break new ground. Advice or guidance may be limited or may not exist.
<b>Specialist knowledge and skills</b>	Specialist knowledge and experience in managing large construction projects (10 plus years), along with experience in the management of wastewater systems and recycled water systems, including treatment plants. Demonstrated experience in managing teams in the completion of successful projects.
<b>Interpersonal skills</b>	This role operates within the space of negotiation, conflict resolution and/or inspiring change. Communication has the purpose of persuading others for the matter of procedures, methods or strategies where differing opinions may exist. This role also requires the ability to lead and motivate others in the achievement of objectives (resolution of conflicts over priorities, resource use, technical concepts and management decisions).
<b>Leadership level</b>	Lead others: Leads, guides, and influences a team.
<b>Qualifications and experience</b>	Extensive working knowledge and experience in the management of complex projects together with qualifications acquired through: <ul style="list-style-type: none"> <li>• A tertiary degree in Engineering, Construction Management or related field</li> <li>• 10 plus years' experience in the field of Project Management</li> <li>• Postgraduate qualification in project management preferred.</li> <li>• Eligible for Chartered Professional Engineer status of the Institution of Engineers Australia or Australian Institute of Project Management</li> </ul>

## Shared goals

<b>Health safety and wellbeing</b>	Prioritise your own and others' health, safety and wellbeing by complying with the relevant Occupational Health & Safety legislation and Coliban Water's safety policies and procedures, including reporting hazards and incidents, and ensuring a discrimination-free work environment.
<b>Environmental stewardship</b>	Demonstrate a strong commitment to environmental stewardship by adhering to high standards, sustainability principles, and complying with relevant regulations.
<b>Information security</b>	Comply with all IT policies, complete security training and promptly report any suspected or identified issues.
<b>Victorian public sector values</b>	You'll uphold the values of responsiveness, integrity, impartiality, accountability, respect, leadership, and human rights, to strengthen the organisation's effectiveness in the public sector.

## Assessments and further requirements

- A valid and current Australian workers' rights.
- You will be required to complete all core-training requirements in the expected timeframes.
- You may be required to perform additional or supplementary duties from time-to-time consistent with your skills, training, qualifications, and experience
- From time-to-time work outside of your regular business hours may be required, or you might be required to work at remote locations requiring overnight stay on occasion.
- You may also be requested to undertake pre or post-employment testing, such as psychometric testing, medical assessments, drug testing, police checks, security clearances, and other assessments.

## Success profile

In addition to the qualifications and experience specified above, you will be required to meet the following criteria:

- Extensive experience as a Project Manager delivering large construction projects.
- Commercial, contractual and technical knowledge relevant to construction projects within the wastewater industry.
- Strong, effective and positive leadership and communication skills.
- Ability to build and run an effective team.
- Results driven and highly developed problem-solving skills.