

# Position Description

<b>Position title:</b>	Senior Project Manager	<b>Effective date:</b>	2022
<b>Classification:</b>	5	<b>Location:</b>	Office based in Bridge Street, Bendigo
<b>Department/Team</b>	Assets & Operations / Infrastructure		
<b>Reporting to:</b>	Program Manager		

## Working at Coliban Water

Coliban Region Water Corporation is based in Bendigo and is one of the largest Victorian regional urban water corporations.

Led by our vision of *Water to Live, Grow and Enjoy*, we provide water and wastewater services to 49 towns across 16,500 square kilometres in North Central Victoria. We operate 365 days a year to ensure our customers – residential, commercial and rural – have access to safe drinking water, a secure water supply and reliable sewer services. Our 10-year plan, *Strategy 2030*, guides the business to ensure there is enough water to sustain and grow economic activity and investment for the region.



## 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.

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

Working with us you will be joining a vibrant, dynamic, inclusive and supportive team which is realised through:

- Our respect, support and collaboration with the First Peoples of the land in which we live and work.
- Our championship of an inclusive culture which celebrates diversity.
- Our emphasis and commitment to flexible work and balance of personal and professional lives.
- Our leadership in the area of social justice, which sees us challenging the way we work to further causes including gender equity and family violence.

We're committed to providing a workplace that allows you to grow and thrive in your career.

## Position overview

This role is part of the Assets & Operations Group and has a pivotal contribution to Coliban Water's success by being focussed on ensuring Coliban Water provides high quality customer services by efficiently and effectively managing water resources, water and wastewater systems, creating and managing infrastructure, oversight of our strategic partners and planning for long term growth and development of the region.

The Senior Project Manager is responsible and accountable for the delivery of a wide-ranging program of assigned projects in support of the Infrastructure Group's objectives. These objectives must be met while ensuring compliance to budget, time and quality expectations of the Investment Review Committee, Project Management Office, Water Plan, technical and professional standards and related legislation such as Occupational Health & Safety Act.

This role contributes to the team by:

- Ensuring assigned programs and/or projects are delivered on time, on budget and to specification
- Ensuring programs and/or project forecasting is complete in a timely and accurate manner
- Actively engaging in Project Team to support the delivery of projects from Prove to Delivery Stage
- Undertaking project evaluations, investigations and feasibility analysis
- Preparing all documentation required and ensuring the documentation meets the required standards (i.e. regulatory, contractual, procedural etc.)
- Ensuring efficient and effective resource management
- Ensuring all stakeholders are engaged and expectations managed
- Ensuring all project risks are managed and business improvements are identified and actioned
- Ensuring that Coliban is a safe workplace and maintains a sustainable environment and meets all its statutory obligations
- Ensuring that the Coliban Water team is multi-skilled and has up-to-date knowledge, meeting professional standards

## Position dimensions

<b>Capital expenditure /Budget</b>	In accordance with the Organisational budget
<b>Authorities/Delegations</b>	Please refer to the Financial Delegations Policy
<b>Number of direct reports</b>	3 to 4
<b>Internal Working Relationships</b>	All Coliban Staff and Management, Presentations to Coliban Board and Investment Review Committee (IRC)
<b>External working relationships</b>	External contractors and consultants, DSE, EPA, Local Councils, VicRoads, Cultural and European Heritage, Water Services Committees, Community and Coliban Customers
<b>Other</b>	Expected to work with subject matter experts (i.e. consultants & contractors) to deliver solutions

## Key result areas

### Leadership and Behaviour

Lead by example by:

- Living Coliban Water's Trademark Behaviours in every interaction with each other, our customers, community and stakeholders
- Driving a culture of continual process improvement, innovation and a high level of customer service

### Project Feasibility

Ensure projects are feasible:

- Evaluate and determine that the allocated budget is appropriate and in line with the scope of works (specifically for BAU Program of works)
- Develop project specifications and scoping documents (project mandates) as necessary

### Program / Project Management

Ensure the efficient and effective delivery of the allocated works program by:

- Meeting program/project budgets and key milestones
- Timely project performance reporting such as EPM updates, OH&S and Environmental audit outcomes and other project related reports as required
- Independently forecasting and delivering regular program/project budgets and key milestones
- Overseeing the service delivery program and contract management to ensure compliance with Coliban Water's Integrated Quality System and Project Management Office standards, including triple bottom line assessment principles having regard to best practice techniques and standards of safety
- Prepare and assess tenders including writing specifications and compiling documentation
- Support the Infrastructure team in delivery of the approved portfolio of works
- Support the Regional Liveability team in delivery of their portfolio of works through the Project Team process
- Providing a technical overview of each individual project's implementation
- Acting as the Superintendent's Representative for a broad range of assigned projects
- Acting as the Superintendent as required or as directed by the Manager Infrastructure

### Document Preparation

Ensure all documentation for projects meets required standards by:

- Prepare comprehensive project briefs and technical specifications
- Compile tender and contractual documentation to comply with current probity and Quality Management System requirements
- Prepare stakeholder submissions
- Prepare Project Plans & budgets

### Governance

Ensure the program/project delivery supports the business' strategic aims and key result areas through:

- Ensuring the project and service delivery processes are in keeping with Coliban Water's policy and Internal Quality System standards
- Resolution of disputes or gaps in standard approaches as escalated by team members

### Resource Management

Ensure all project resources are managed efficiently and effectively by:

- Overseeing and coordinating the work of a range of Project Managers and external resources including technical specialists, consultancies and contractors
- Provide effective management and supervision (including direction, overview, performance setting and engineering guidance/advice) of direct reports

- Set priorities for staff to ensure projects meet agreed programs, and maintain professional engineering standards and ethics to ensure quality outcomes for the business
- Completion of a skills matrix analysis and development of an appropriate training program for team members
- Providing professional advice, leadership and guidance to team members, contractors and consultants
- Promote and maintain good staff morale
- Identify where consultants will be required to supplement internal resources to meet program requirements and provide specialist skills

### **Stakeholder Engagement**

Ensure all stakeholders are identified, engaged, their expectations managed and interactions build confidence in Coliban Water by:

- Ensuring all external representation of Coliban Water is conducted in a professional, “can-do” solutions focussed manner
- Overseeing project and service delivery to ensure the identification of all stakeholders at start of project as well as the development and implementation of an appropriate engagement plan
- Ensure stakeholder and agencies’ needs are satisfied, their approval is gained and there is confidence in our actions/solutions
- Communicating with internal and external clients and be the direct contact for all project members
- Liaising with the public, Consultants and Contractors to ensure services provided are effective and efficient
- Representing Coliban Water in negotiations and discussions with consultants, contractors and other agencies within the limits of authority of this position

### **Shared Result Areas**

#### **Health safety and wellbeing**

We are committed to providing a safe and healthy work environment to all employees. Employees are expected to perform their duties in accordance with the Occupational Health & Safety Act 2004 and all regulations, codes of practice and organisation policies and procedures. In addition, employees are expected to:

- Report all safety incidents and hazards immediately
- Taking reasonable care for own safety and that of others
- Ensuring that the work environment is free from any form of discrimination, harassment or bullying

#### **Information security**

Ensure that Coliban Water’s corporate information, systems and networks are secure by:

- Complying with all company Information Technology policies and procedures
- Completing information security awareness training.
- Reporting all suspected or identified information security incidents or issues immediately.
- Owning information security mistakes e.g. reporting that you have clicked on a link in a phishing email.

#### **Victorian Public Sector Values**

Coliban Water is committed to upholding the Victoria Public Sector values of responsiveness, integrity, impartiality, accountability, respect, leadership and human rights. All employees are expected to uphold these values, which strengthens our capacity to operate as an effective public sector organisation and to achieve our vision.

## Performance level

<b>Action &amp; Accountability</b>	This role is required to provide sound advice and recommendations. Advice is provided through drawing on policy, procedure, process and professional standards. This position is specialised in its field and supervision provides guidance and support only when needed.
<b>Judgement &amp; Problem Solving</b>	This role makes decisions through considering a variety of alternatives. Considerations may include established management systems, standards, budget parameters and equipment. Problem resolution is a feature of this role and will require conceptualisation, development of ideas, detailed analysis and development of action plans.
<b>Specialist Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Eligible for Chartered Professional Engineer status of the Institution of Engineers Australia or Australian Institute of Project Management</li> <li>• Excellent project management skills, minimum of 10 years' experience</li> <li>• Well-developed professional relationship, negotiation, communication and influencing skills</li> <li>• Demonstrated ability to deliver solutions on time, budget and to specification</li> <li>• Highly developed problem-solving skills</li> <li>• Proven ability to lead, develop and challenge work teams to achieve objectives and high levels of performance</li> </ul>
<b>Interpersonal Skills</b>	This role is actively involved in influencing and convincing others in the pursuit or achievement of objectives. It will operate with tact and diplomacy in relation to sensitive issues.
<b>Qualifications &amp; Experience</b>	<p>Extensive working knowledge and experience in Project Management together with qualifications acquired through:</p> <p>A tertiary degree in an appropriate engineering or scientific discipline preferably postgraduate level or postgraduate qualification in Project Management</p>

## Special requirements

- This is a senior position with critical responsibilities to business delivery. From time to time, work outside business hours to deliver on deadlines will be required.
- May be required to work at remote locations requiring overnight stay on occasions.
- Employment subject to compliance with the Coliban Water COVID-19 vaccination policy.

## Special assessments & inherent requirements

- Valid and current Australian workers' rights
- Applicants and employees may be requested to undertake testing such as psychometric testing, and assessments (pre-employment and mid-employment) including medical assessments (e.g.: audiometric, functional movement, physical) police checks, working with children check, security clearances and drug testing
- It is an inherent requirement that all Coliban Water employees successfully complete all core-training requirements in expected timeframes.

## Success profile

- Proven record in management and delivery of complex projects, applying sound and appropriate engineering principles and practices including management of work schedules and budgets (with a minimum of ten years' experience)
- Demonstrated ability to establish and manage project teams, project budgets and forecasts and timeframes
- Well-developed leadership, coaching, mentoring and problem-solving skills and ability to think laterally
- Exceptional relationship, negotiation and influencing skills
- Knowledge of OH&S and EMS legislation in relevant areas

## Position acceptance

I have read and understand the contents and obligations of this position description. I also understand that I have an obligation to comply with all corporation policies and procedures.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date