

Senior Project Manager – Castlemaine WRP

Classification	Band 5
Team	Assets & Operations – Bendigo & Castlemaine WRP Program
Reporting to	Danny Childs Program Director – Bendigo & Castlemaine WRP Program
Location	Castlemaine & Bendigo
Effective Date	19 March 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 vision for the Bendigo & Castlemaine Water Reclamation Plant (WRP) team is to deliver an integrated, sustainable, reliable and future proofed wastewater treatment infrastructure for the Bendigo and Castlemaine townships. The Project Manager – Castlemaine WRP will play an integral role in all aspects of the project and construction life cycle including:

- Leading project planning sessions
- Coordinating staff and internal resources
- Ensuring projects meet deadlines
- Designing and signing off on contracts
- Managing relationships with clients and stakeholders
- Optimising and improving processes and the overall approach where necessary
- Designing risk mitigation plan
- Conducting project review and creating detailed reports for executive staff
- Overseeing all incoming and outgoing project documentation
- Participating in tender process i.e. design, submission and review

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

Position dimensions

Capital and expenditure budget	In accordance with the Organisational budget
Authorities/delegations	Please refer to the Financial Delegations Policy
Number of reports	3-5 Direct Reports
Internal working relationships	All Coliban Water Staff.
External working relationships	Contractors, consultants and suppliers, BOOT contracts stakeholders - Bendigo Water Services, ETE Coliban, Service Stream, Regulators
Other	Liaise with EPA/DHHS/DEECA industry associations

Key result areas

Project Planning

Creating and overseeing the project plan for the Castlemaine WRP, including defining the project scope, identifying the project stakeholders, developing the project schedule, allocating the required resources, establishing the communication protocols and identifying potential risks.

Project & Construction Management

Ensure the Castlemaine WRP project activities are delivered to specifications by:

- Preparing and assessing of tenders including writing specifications and compiling documentation
- Assist Management with the tender phase of the project
- Overseeing the project execution including the construction process
- Ensuring that construction work meets Australian/Industry standards and regulations

- Preparation of project plans and manage the program and contractors in accordance with Coliban’s integrated quality standards
- Providing a technical overview of the project’s design, documentation and implementation plan
- Ensuring program and/or project forecasting is complete in a timely and accurate manner
- Timely project performance reporting such as EPM updates, WH&S and Environmental audit outcomes and other project related reports as required
- Ensuring that the project meets environmental sustainability standards and regulations.
- Act as the Superintendent’s Representative for a broad range of assigned projects

Risk Management:

Manage the risks of the Castlemaine WRP project by:

- Identifying potential risks
- Assessing the likelihood and impact of each risk
- Develop a risk management plan
- Monitor and control the risks that have been identified
- Communicate risk information to project stakeholders
- Review and update the risk management plan regularly

Team Leadership

- Lead and mentor members of the Castlemaine WRP Team by encouraging them to *Act* and apply good judgement
- Build the Castlemaine WRP team’s knowledge, experience and capability to deliver
 - Operational excellence
 - Continual improvement
 - Customer value.
- 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.
- Provide clarity, direction and regular feedback for the team and develop the capability of individuals.
- Proactively work to develop group morale and individual well-being
- Actively participate in *Owning the risks* across Assets and Operations to make decisions that drive organisational outcomes.

Resource Management

Ensure all project resources are managed efficiently and effectively by:

- Independently and effectively manage a broad range of external resources including contractors and consultancies
- Be accountable for project budgets & meeting of milestones and project deliverables
- Provide professional advice, leadership and guidance to less experienced engineers and staff

Performance level

Action and accountability	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.
Judgement and problem solving	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.
Specialist knowledge and skills	Extensive knowledge and experience in managing construction projects along with experience in the management of wastewater systems and recycled water systems, including treatment plants.

Interpersonal skills	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.
Leadership level	Lead others: Leads, guides, and influences a team.
Qualifications and experience	Substantial working knowledge and experience in project management together with qualifications acquired through: A tertiary degree in Engineering, Construction Management or related field

Shared goals

Health safety and wellbeing	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.
Environmental stewardship	Demonstrate a strong commitment to environmental stewardship by adhering to high standards, sustainability principles, and complying with relevant regulations.
Information security	Comply with all IT policies, complete security training and promptly report any suspected or identified issues.
Victorian public sector values	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.

Special assessment and requirements

- A valid and current Australian workers' rights.
- You will be required to complete all core-training requirements in the expected timeframes.
- 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:

- 5 years proven experience as a Construction Project Manager.
- Qualifications in the Construction Industry is advantageous
- Solid knowledge of local construction standards, regulations, methodology and culture.
- Excellent Leadership and Communication skills.
- Ability to build and run an effective team.
- Motivated and career driven.
- Results driven.
- Drive to work on large projects.

Position acceptance

I have read and understand the contents and obligations of this position description. I also understand I have obligations to comply with all Coliban Water policies and procedures.

Type or print name	Insert signature	Click or tap to enter a date.
Employee name	Employee signature	Date