

POSITION DESCRIPTION

Position Title:	Project Lead		
Classification:	Band 7	Status	Full Time
Group:	Infrastructure and Environment	Business Unit:	Major Projects
Reports to:	Coordinator Place Management		
Direct Reports:	n/a	Date:	July 2024

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviors ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

POSITION OBJECTIVES

Responsible for coordinating the delivery of several State Government funded projects within Cardinia Shire Council alongside coordinating development and delivery Council major projects. The position offers a unique opportunity to shape and define the region's future through the delivery of several key projects.

Reporting to the Coordinator Place Management, this role will work collaboratively with all key internal and external stakeholders, who will make a significant contribution to the core deliverables of the projects.

The Project Lead will co-ordinate and facilitate the implementation of a range of identified projects and will be required to develop and maintain long-term stakeholder relationships.

This position is responsible to co-ordinate the activities of cross functional teams to strive for Council's corporate and strategic directions to be accomplished in a manner which provides optimum outcomes derived from best practice concepts, quality assurance principles and a high level of professional planning expertise.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Plan for, and provide advice to, Coordinator Place Management, Program Manager - Major Projects and General Manager Infrastructure and Environment, on long term community outcomes and the various land use planning, policy, advocacy, funding and partnerships that may be required to deliver those outcomes in relation projects within the Shire.
- Coordinate the review, approval and management of Councils interest for State Project interfaces.
- Coordinate responses from internal departments regarding major projects.
- Ensure that consultation with public and key stakeholders regarding proposed works is undertaken.
- Advocate to external stakeholders to ensure the best community outcomes are achieved in relation to major projects.
- Liaise and support the internal delivery teams for several Council major projects.
- Assist the Coordinator Place Management and Program Manager - Major Projects with reporting to and regularly briefing the Council on major projects.
- Liaise with / provide expertise and recommendations to the community, developers, government agencies, other Council departments etc in respect to Councils position and projects.
- Represent and promote the best interests of Council and the community in land use / development working groups, committees and reviews as they relate to major projects.
- Liaise with other members of the Major Projects department to ensure integration of all state projects and timelines can be coordinated and feedback on interfaces between each project is provided to reduce impact on the community and additional assets and expenditure for Council.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Complete work within established time frames despite several competing priorities.
- Freedom to act in accordance with legislative requirements and organisational policies and processes.
- Provide leadership, specialist advice, direction and expertise on policy, goals and projects to employees, leaders and key stakeholders to support the achievement of the Council Plan and organisational strategy and goals.
- Manage employee resources in accordance with the strategic workforce plan requirements.
- Manage business unit operational budget within set parameters and delegation of authority.
- Develop and maintain related policies, practices, and procedures.
- Ability to work with minimal supervision and seek guidance or advice from management as required.
- Authorised to make decisions of matters that are the responsibility of the position subject to decisions being within delegated authority, legislative requirements or recognised standards.

JUDGMENT AND DECISION MAKING

- Operate in a specialised environment with limited day-to-day management.
- Exercise independent judgement, considering operational requirements, utilising existing policies and procedures, relevant legislation and the Enterprise Agreement to make decisions.
- Work involves the application of improvement suggestions, recommendations and problem solving.

SPECIALIST KNOWLEDGE AND SKILLS

- [Experience in managing and delivering employee lifecycle support and initiatives.](#)
- Demonstrate initiative in managing work outcomes, opportunities, and challenges.
- Demonstrate specialised analytical and problem-solving skills.
- Maintain an awareness of current and emerging planning, economic development and environmental issues, including changes to legislation or controls and the outcomes of major studies and reviews, to ensure that correct and timely advice is given
- Comprehensive knowledge of project management of cross functional business unit working groups.
- Understand the long-term goals of the wider organisation, its values and aspirations and the legal and political context in which it operates.
- Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures.

INTERPERSONAL SKILLS

- Demonstrate self-awareness and a commitment to personal growth.
- Proven ability to maintain high levels of confidentiality.
- Ability to work effectively as part of team a to deliver positive organisational outcomes.
- Display resilience and agility in a changing work environment.
- Possess excellent
 - communication skills with internal and external stakeholders in both verbal and written forms.
 - negotiation, and interpersonal skills with the ability to clearly articulate and present information as required.
 - Skills in gaining cooperation and assistance with clients, members of the public, employees and other relevant organisations in relation to defined activities.
- Ability to work with a variety of professionals, officials, managers or executives within or external to the organisation to discuss and resolve specialist problems. Typically, these could include private firms, contracting specialists, professionals from other organisations including state and local government, tender applicants and members of the public.

MANAGEMENT SKILLS

- Ability to coach, guide and lead a team to ensure effective and efficient service delivery.
- Ability to make independent decisions, good judgement and work with autonomy, initiative, and minimum supervision.
- Promote a culture of learning by proactively seeking opportunities to challenge and develop team members and provides practical feedback to maximise performance.
- Support high performance through role modelling shared leadership and regular coaching with direct reports.
- Foster innovation and improve work practises and processes.
- Demonstrate excellent project and contract management skills, including the ability to lead and manage both projects and working parties.

- Proven ability to manage time, set priorities, plan and organise own work and at times the work of consultants to achieve specific objectives in the most efficient way possible and within a set timetable, with consideration to conflicting pressures, budgets and resourcing.
- Ability to use initiative, be self-motivating and work independently.
- Ability to articulate vision for the organisation and communicate the need for change when required to external bodies to influence participation.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications (please specify certificate, diploma or degree), industry qualification and several years of experience in a comparable environment, in a service delivery role. .
- Leadership capability and demonstrated management experience.
- Relevant experience in project management
- Experience working in State or Local Government projects
- Current Victorian Driver's Licence

KEY SELECTION CRITERIA

- Relevant project management skills in a service delivery role with a tertiary qualification in a relevant field.
- Possess high-level negotiation skills to gain cooperation and assistance from clients, members of the public, other employees and other organisations in relation to defined activities.
- Capacity for innovation and creative problem-solving approaches.
- Ability to, co-ordinate cross functional working groups within council, with a commitment to working in a positive team environment.
- Ability to identify complex problems and circumstances, identify key issues and possible solutions and make consistent decisions based on clear and logical analysis.
- Demonstrated ability to undertake investigative and analytical research, with the ability to manage complex projects.
- Strong communication, negotiation, representation and interpersonal skills.
- Knowledge of local government processes and procedures would be an advantage especially in the areas of, precinct planning, streetscape upgrades, asset management and delivery, , and advocacy.
- Knowledge state government construction would be an advantage but not essential.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2021 and Cardinia's policies and procedures.

Tenure This is a maximum term position.

Pre-employment checks All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Working with Children Check.