

## SENIOR PROJECT LEAD – MASTERPLANNING

### Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

### Our Goals

<b>Thriving Community</b> <i>A City where people have the opportunity to connect and flourish</i>	<b>Prosperous Economy</b> <i>A City with a thriving economy that enriches its local community</i>	<b>Clean And Green City</b> <i>A City that values its natural environment</i>	<b>Places For People</b> <i>An accessible City where people love to be</i>
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### Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.  
Our systems, processes and tools are contemporary and reflect leading practice.  
Our assets and finances are managed with good stewardship.

### We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

### Our Organisational Values

<b>Make a Difference</b> We serve our community well <ul style="list-style-type: none"><li>• Deliver public good</li><li>• Improve the quality of people’s lives</li><li>• Community focussed</li><li>• Deliver Council’s City Plan</li></ul>	<b>Grow &amp; Improve</b> We improve our work everyday <ul style="list-style-type: none"><li>• Innovate</li><li>• Continuously improve</li><li>• Problem solve</li><li>• Adapt &amp; change</li><li>• Engage the community</li><li>• Shape the future</li></ul>	<b>Better Together</b> We collaborate & create to deliver meaningful outcomes <ul style="list-style-type: none"><li>• Trust, honesty, integrity</li><li>• Care &amp; support each other</li><li>• Work as a team</li><li>• We celebrate success</li><li>• We are accountable</li><li>• Open communication</li></ul>
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**The position is:**

<b>Position Title</b>	<b>Senior Project Lead- Masterplanning</b>		
<b>Department &amp; Section</b>	<b>Corporate Services, City Development</b>		
<b>Team</b>	<b>City Shaping</b>		
<b>Reporting to</b>	<b>Manager City Development</b>		
<b>Positions Reporting to it</b>	<b>Not applicable</b>		
<b>Classification and Stream</b>	<b>Level 7</b>		
<b>Position Number</b>		<b>Prescribed Position:</b>	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input checked="" type="checkbox"/>

**How does this position contribute to our community?**

- Supports the planning for the long-term needs of the community to ensure a healthy and active community.
- Provides plans and designs for multifunctional public spaces and places that are fit for purpose, connect communities, create a sense of place and strengthen the character of an area.
- Ensures effective and efficient project management across directorates and with external providers to deliver high quality public spaces and places.

**What does the position do?**

- Responsible for coordination of the development and delivery of Council’s masterplans for large scale and multifunctional public spaces and places.
- Coordinates the internal multidisciplinary and cross organisational Project Control Group that supports the effective and efficient delivery of relevant masterplans through all stages of delivery.
- Project leader for the delivery of the approved Semaphore Foreshore Masterplan including (but not limited to) coordinating the following services provided by external consultants:
  - Overall project management
  - Architectural services
  - Landscape architecture
  - Environmental design
  - Land surveys
  - Engineering (geotechnical, civil, traffic, structural and construction)
  - Infrastructure service design and investigation
  - Site contamination
  - Engagement and consultation
  - Cost estimation and management
  - Prudential management reporting.
- Coordinates the preparation of prudential management documentation, management plans and project documentation relating to project scope, programming, quality management and work schedules and reporting as the project’s progress.
- Provides specialist landscape architecture/urban design advice on Council’s major capital projects as required.
- Prepares briefing papers and, reports for Council and the Executive Leadership Team.
- Identifies external grant attraction opportunities and prepares grant funding submissions.
- Operates with a high degree of autonomy.
- Other reasonable duties as required.

## What outcomes does the position deliver?

- Projects delivered on time and within budget.
- Community expectations are met, and facilities are fit for purpose.
- Innovation through design that deliver high quality design outcomes.
- Excellent working relationships across the organization, with the senior leadership group and Elected Members are established and maintained

## The behaviours we expect the position to contribute to our workplace are:

- Exceptional communication and information sharing.
- Customer focused and passionate about delivering for our community.
- Alignment to PAE Values and Code of Conduct.
- Excellent interpersonal skills that build good work relationships.
- Excellent problem solving, innovative thinking and informed decision making.
- Enthusiasm, self-motivation and discipline to complete tasks.
- Adaptability and flexibility to new ideas and concepts.
- Authentic leader who builds constructive relationships with people at all levels across the organization.
- Strong and effective communicator and listener.
- Agility and responsiveness – comfortable adapting quickly to changing priorities.
- Operates with a high level of empathy and openness to ideas and diversity.
- High level interpersonal and influencing skills.
- Responsible financial management.
- Politically aware.
- A commitment to personal development and improvement.

## Qualifications for the position

- A tertiary qualification in landscape architecture or urban design or a similar discipline or equivalent working experience is desirable.
- Project management qualifications are desirable.
- Current driver's license is essential.

## Experience

- Experience 5 years in an equivalent position in a public sector or private sector organisation is essential.
- Experience in project leading and/or managing complex large scale public realm improvements is essential.
- Experience in supervision of contractors is essential.
- Experience in urban planning and urban design is desirable.

## Knowledge

- Working knowledge of contemporary standards and guidance as they apply to the design of the multifunctional public spaces and places.
- Knowledge of asset management frameworks relevant to local government's planning for and management of public spaces and places.
- Working knowledge of best practice project management methodologies
- Working knowledge of procurement and contract management practice.
- Good understanding and interpretation of detailed design and construction documentation.
- Sound understanding of risk management principles and application of controls to mitigate risks.

# POSITION DESCRIPTION



## Information Management/Cyber Security

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

## Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

## Procurement and Contract Management

- Responsible for complying with Councils procurement policy and processes.
- Proficient in the application and requirements of procurement within a Local Government context.
- Requirement to undertake regular training regarding procurement and contract management activities.

## Our Safety and Return to Work Commitments

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_