



POSITION TITLE:	Project Management Facilitator
AWARD CLASSIFICATION:	Victorian Local Authorities Award, 2001
BAND:	Band 7
DEPARTMENT:	Corporate Services & Community Services
LOCATION:	Beaufort
INCUMBENT:	
TERM OF TENURE:	Full Time – Ongoing
START DATE:	TBC
COMPLETION DATE:	N/A
APPROVED DATE:	September 2020
REVIEWED DATE:	September 2021
PREPARED BY:	Director Corporate & Community Services

MISSION

The role Pyrenees Shire Council will take to achieve our vision is to:

- provide quality road and built infrastructure for the community,
- work with others to provide services to maintain the wellbeing of the community, and
- operate an efficient, forward looking organisation.

VALUES

Service:	Our citizens, community and service users are the focus of all our actions.
Accountability:	We are responsible for our actions, which are open for review.
Innovation:	We encourage and seek new ideas in finding solutions.
Teamwork:	We share our skills, knowledge and experience as part of a team and work together towards achieving Council's goals.
Recognition	We promote the achievements and efforts of others.
Safety:	We look after our environment and the welfare of others.
Integrity:	We are open and honest and work to the best of our ability.
Respect:	We acknowledge the opinions of others and their rights and differences.

The Pyrenees Shire Council is an equal opportunity employer

ORGANISATIONAL RELATIONSHIPS

Reports to:	Manager Community Wellbeing and Development
Supervises:	TBA
Internal Liaison:	All staff and volunteers, Councillors
External Liaison:	Government Agencies, Contractors

1. POSITION OBJECTIVES

- Manage and oversee Council's project delivery program.
- Support Project Delivery Team(s).
- Build capacity of organisation to deliver projects to achieve benefits to the community.
- Develop and implement good governance framework for project management.
- Manage the delivery of projects allocated by Executive Leadership Team (ELT) with particular attention to high risk, high value projects.

2. KEY RESPONSIBILITIES & DUTIES

2.1. Position Responsibilities

- a) Investigate, develop and implement a framework (processes) that support the management and good governance of Council projects.
- b) Liaise with Council staff and contractors responsible for aspects of project delivery to ensure an efficient coordination of resources.
- c) Ensure stakeholders are appropriately engaged at all relevant stages and their needs are understood and agreed outcomes clarified.
- d) Negotiate appropriate deliverables and timelines to assign accountabilities to other parties engaged in delivery.
- e) Manage assigned projects including scoping, project planning, specification preparation, procurement of goods and services, contract supervision and reporting / acquittal obligations.
- f) Coordinate Project Control Group Meetings and facilitate discussion and decision-making to ensure effective information flow and project progress.
- g) Undertake actions assigned to add value to the team in effective project delivery.
- h) Monitor projects to ensure projects remain on track and take appropriate intervention action in collaboration with other key parties.
- i) Report to ELT on project delivery and respond to any directions from ELT.
- j) Prepare reports for Council.
- k) Liaise with Communications Officer and Community Engagement Officer and assist in the preparation of messaging to the community.
- l) Ensure assigned projects are acquitted to the satisfaction of funding bodies.
- m) Evaluate projects and make recommendations to ELT regarding continuous improvement.

2.2. Corporate Responsibilities

- a) Comply with Council policies and procedures that are relevant to the position, including compliance with legislative obligations and behavioural expectations relating to equality, non-discrimination, anti-bullying, privacy and Council's Codes of Conduct.
- b) Efficient and effective utilisation of Council's resources, including the reporting of property damage, theft or other losses immediately.
- c) All staff shall create full and accurate records of work related decisions and activities, and save these records into the corporate electronic document management system in accordance with Council's Records Management Policy.
- d) In the event that the Municipal Emergency Management Plan is enacted, employees may be called upon to assist with emergency related functions under the Emergency Management Act 2013, including the provision of emergency response, relief and recovery services to the community.

2.3. Child Safe Standards

Pyrenees Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

All staff must adhere to Council's Child Safety Policy and Procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

2.4. Risk Management and Occupational Health & Safety

- a) Take reasonable care for his/her own health, safety and wellbeing; and for the health, safety and wellbeing of anyone else who may be affected by his/her acts or omissions at the workplace.
- b) Co-operate and abide with all safe working procedures developed by the Pyrenees Shire Council, and any other action taken by Council to comply with the Occupational Health and Safety Act, (2004) or related Regulations.
- c) Actively participate in the identification and documentation of workplace hazards, and the development of safe working procedures.
- d) Actively encourage other employees to work safely.
- e) Ensure Council's Risk Management and OHS Policies and Procedures are observed and complied with at a personal level.
- f) Understand, apply and encourage others to observe Council's Risk Management and OHS Policies and related procedures.
- g) Ensure the physical security of all property, equipment and buildings within your area of control or influence. Report any property damage, theft and/or losses immediately.
- h) Report any incident resulting in personal injury and/or immediately.
- i) Actively reduce Council's risk exposure by reporting any issue that may result in an insurance claim including incidents, injuries, security issues and all safety hazards and near misses.

3. ACCOUNTABILITY & EXTENT OF AUTHORITY

- a) Accountable for the overall delivery of assigned projects that meet Council's objectives and obligations and achieves the relevant benefits.
- b) Improve our organisational capability across project delivery.
- c) Ensures alignment between capability planning, organisation direction and the Council Plan.
- d) Develops and maintain a customer-focused approach to the delivery of timely, accurate, appropriate information and advice.
- e) Presents and discuss information in a manner that establishes rapport and gains understanding from a wide cross section of the organisation and external stakeholders.

4. JUDGMENT AND DECISION MAKING

- a) Ability to use technical knowledge and expertise to solve complex issues in the administration of projects and management of specialised areas.
- b) The occupant of the position is required to operate without direct supervision whilst undertaking day to day duties, but will receive direction accordingly from the Director Corporate & Community Services.

- c) An ability to make sound judgements about the most efficient and effective manner of delivering major projects while implementing Council policy.
- d) The position involves high level problem solving, effective strategic planning and the identification and development of project delivery options.
- e) Efficiently & effectively source, recommend and engage resources: time, physical, human and financial.
- f) The incumbent must be a strategic thinker in addition to demonstrating sound and effective judgement in making decisions that may have economic, political and social consequences.

5. SPECIALIST KNOWLEDGE & SKILLS

- a) Highly developed analytical, influencing, negotiating and investigative skills.
- b) Collaborative working and management style.
- c) Demonstrated ability to manage and deliver projects.
- d) Demonstrated ability to engage and communicate effectively on complex issues so that stakeholders and clients work towards achieving quality outcomes.

6. MANAGEMENT SKILLS

- a) Demonstrated project management experience and the ability to manage and co-ordinate the delivery of project milestones.
- b) Demonstrated ability to set priorities and to adapt to changing circumstances.
- c) Demonstrated ability to achieve successful outcomes based on managing conflicting priorities, forward planning, resources allocation, time management and work organisation.
- d) Ability to engage proactively with contract consultants, service providers, council departments, government departments and agencies.
- e) Ability to implement and maintain efficient systems and procedures.
- f) Ability to manage and supervise consultants and contractors.
- g) Proven financial management experience.

7. INTERPERSONAL SKILLS

- a) Ability to develop strong working relationships and gain cooperation and assistance from members of the community and other staff.
- b) Appropriate written and verbal communication and presentation skills to facilitate written correspondence, negotiations and discussions as required with consultants, contractors, community, staff and Council.
- c) Ability to deal with all ranges of contacts in a diplomatic and courteous manner.
- d) Highly developed customer service skills with the ability to establish and maintain collaborative stakeholder relationships.
- e) Ability to arrange practical solutions to a wide range of problems.
- f) Highly developed problem solving and negotiation skills.
- g) Ability to establish professional networks for achievement of the objectives of the position.
- h) Ability to uphold and demonstrate Council's Values.

8. QUALIFICATIONS & EXPERIENCE

Academic:

- a) Formal Project Management qualification or related field desirable with several years of relevant experience or lesser formal qualification with extensive experience in project management from the planning phase, delivery phase through to evaluation and monitoring.

Experience:

- a) Comprehensive knowledge of, and experience with, all practices, procedures and principles of project management, sufficient to be recognised as a subject matter expert.
- b) Advanced knowledge of Microsoft Office suite and Microsoft Project. Knowledge of project management systems considered desirable.
- c) Experience in delivering capability development programs within an organisation.
- d) An understanding of best practice change management principles.
- e) Experience in applying continuous improvement.
- f) Proven experience in the supervision of staff and contractors including delivery of services as per contract specifications and adherence to relevant OH&S legislation.
- g) Demonstrated experience in preparation and monitoring of budgets.
- h) Highly developed customer service skills with the ability to establish and maintain collaborative stakeholder relationships.
- i) Well developed analytical skills to manage complex and sensitive issues.
- j) Proven problem solving abilities, strategic thinking and sound judgement.

9. KEY SELECTION CRITERIA

- a) Tertiary qualification in Project Management or related field with several years' relevant experience or lesser formal qualifications with extensive experience in project management.
- b) Demonstrated project management skills including financial management, planning and scheduling, budget preparation and allocation and delivery through to evaluation and monitoring.
- c) Experience in applying best practice change management principles or continuous improvement initiatives across a diverse workforce.
- d) Demonstrated experience working in cross organisational contexts and an ability to build positive and productive working relationships.
- e) Demonstrated ability to provide a customer-focused approach to the delivery of timely and accurate information and advice
- f) Highly developed written and verbal communication and presentation skills including a demonstrated ability to facilitate written correspondence, negotiations and discussions as required with consultants, contractors, community, staff and Council.

10. AUTHORISATION

The following signatures are required to indicate understanding, agreement and approval of the position description. This position description is current at the date of issue and is subject to review at least annually, in consultation with the employee.

CEO _____

Supervisor _____

Signed _____ Date _____

Signed _____ Date _____

Employee Name

Manager People & Culture

Signed _____ Date _____

Signed _____ Date _____