

# Goulburn-Murray Water Position Description



## Project Manager – Position Number IDS307, IDS308

### Role Purpose

Project Manager is responsible for planning, scheduling and delivery of capital programs under the direction of the Construction Manager. The Project Manager role will manage and be responsible for a team of construction staff to deliver minor capital and planned maintenance associated with the renewal, modification, rehabilitation and maintenance of G-MW's irrigation and dams infrastructure.

This role manages a mix of internal and external construction resources engaged in the delivery of works, including the development and application of best practice civil construction techniques ensuring efficient, high quality outcomes are achieved.

The position must ensure teams under their control are compliant with relevant OHS and environmental policy and procedures, and achieve time, cost and quality outcomes.

The role requires individuals with strong leadership skills, have extensive delivery experience, excellent time management skills, can manage competing priorities, are motivated and outcome driven.

Reports to (title)	Field Services Construction Manager
Classification / Band	Band D
Allowances	GMW Mobile Phone
Employment Status	GMW considers every role flexible where this can still deliver the required business outcomes, this could include but is not limited to part-time or job share.
Location	East/West
Position Contact	Gary Biddle - Field Services Construction Manager - 0428 514 644
Key skills, Qualifications & Experience required	<p><u>Mandatory</u></p> <ul style="list-style-type: none"> <li>- White Card or equivalent industry Safety Induction Card</li> <li>- Substantial experience in delivery of civil construction projects</li> <li>- Tertiary qualifications in Civil Engineering and/or Project Management</li> <li>- Excellent computing skills in Word, Excel and MS Project.</li> </ul> <p><u>Desired</u></p> <ul style="list-style-type: none"> <li>- Contract administration in Australian Standard or Government Service Contracts</li> <li>- Demonstrated experience in tendering and pricing of civil construction and maintenance works.</li> <li>- Demonstrated experience in management and delivery of construction projects</li> <li>- Leadership and Management Training</li> </ul>
Other Requirements	Proof of Covid-19 vaccination status Police check Australian Drivers Licence Australian Working Rights
Approver/Approval Date	Sophie Riddell – Manager HR Business Partnering – April 2022

Key Result Areas	Key Responsibilities	KPIs
Customer Service	<ul style="list-style-type: none"> <li>• Promote and encourage customer service principles (responsiveness, timeliness, quality)</li> <li>• Align service provision with agreed service standards and customer expectations.</li> <li>• Maximise performance through fostering a positive workplace culture that reflects the G-MW's Corporate Core Values.</li> <li>• Demonstrate behaviours that are consistent with Code of Conduct for Victorian Public Sector Employees</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from peers, line management, contactors &amp; other business units.</li> <li>• No breaches of the Code of Conduct for Victorian Public Sector Employees.</li> <li>• Agreed customer service targets achieved.</li> </ul>
Project, Construction & Maintenance Delivery	<ul style="list-style-type: none"> <li>• Deliver a range of multi-disciplinary projects using internal and external resources</li> <li>• Preparation, implementation and review of the works schedules including prioritisation and allocation of resources</li> </ul>	<ul style="list-style-type: none"> <li>• Agreed scope, budget and timelines met</li> <li>• Appropriate skill mix on project teams</li> <li>• Daily work schedules in place and adhered to</li> </ul>

	<ul style="list-style-type: none"> <li>Undertake option evaluation, design, construction and commissioning phases as needed</li> <li>Oversee statutory approvals process and environmental impact assessments</li> <li>Inspect and manage site works</li> <li>Engage specialist technical resources as needed</li> <li>Fulfil role of Superintendent's Representative as needed</li> </ul>	<ul style="list-style-type: none"> <li>Site safety compliance meets industry standards/Codes of Practice</li> <li>Projects delivered on time on budget</li> </ul>
Continuous Improvement	<ul style="list-style-type: none"> <li>Review planned activities to drive improvements that build increased rigour into construction and maintenance practices</li> </ul>	<ul style="list-style-type: none"> <li>Number of process improvements implemented</li> </ul>
Stakeholder Relationships	<ul style="list-style-type: none"> <li>Provide regular project updates to clients and other stakeholders</li> <li>Manage interaction between field based staff, engineers, field based staff and internal business units</li> <li>Engage and manage relationships with external contractors and engineering consultants</li> </ul>	<ul style="list-style-type: none"> <li>Customer expectations on project scope and delivery met</li> <li>External contractors comply with GMW site policies</li> <li>Issues identified and resolved</li> </ul>
Staff Management & Training	<ul style="list-style-type: none"> <li>Oversee and manage a team of field based civil construction staff</li> <li>Ensure all staff have performance plans, performance reviews are completed within the required timeframes.</li> <li>Identification of staff training needs and development of staff through on-the-job learning and formal training.</li> </ul>	<ul style="list-style-type: none"> <li>Plans in place and reviews completed.</li> <li>Training needs analysis done</li> <li>Training up to date</li> </ul>
Plant Operation	<ul style="list-style-type: none"> <li>Maximise utilisation of G-MW Plant and Equipment to achieve or exceed recovery targets.</li> <li>Monitor, operate and maintain motor vehicles in accordance with G-MW policy and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Vehicle &amp; plant inspections</li> <li>Plant fully recovered.</li> </ul>
Contract Administration	<ul style="list-style-type: none"> <li>Supervise administration of contracts for design and construction of assets</li> <li>Prepare design briefs, technical specifications, tender documentation</li> <li>Evaluate tenders</li> </ul>	<ul style="list-style-type: none"> <li>All projects supported by comprehensive documentation</li> <li>Onsite works carried out in accordance with design brief and technical specifications</li> </ul>
Estimates / Budgets	<ul style="list-style-type: none"> <li>Assist in formulating budgets and prepare cost estimates for work activities and programs</li> </ul>	<ul style="list-style-type: none"> <li>Data quality</li> <li>Deadlines met</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>Prepare regular routine progress reports (time, cost, quality, risk)</li> </ul>	<ul style="list-style-type: none"> <li>Project progress always available to customer</li> <li>Potential delays, cost and quality issues identified and reported in advance</li> </ul>

*Note: Other duties and responsibilities may be required as reasonably directed*

#### Mandatory Key Result Areas for all GMW positions

Safety	<ul style="list-style-type: none"> <li>Comply with all GMW OH&amp;S standards, policies and procedures</li> <li>Contribute to the continuous improvement of HSE systems by consulting with staff and passing on recommendations to improve the system to the HSE Team</li> </ul>	<ul style="list-style-type: none"> <li>Investigate and close out incident and hazard reports on time</li> <li>Workplace inspection findings corrected</li> <li>Internal Audit finding actions corrected</li> <li>All staff mandatory training completed</li> <li>Safety meetings conducted with actions completed</li> </ul>
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Policies	<ul style="list-style-type: none"> <li>• Adhere to GMW policies and procedures</li> <li>• Stay up-to-date on all GMW policies</li> <li>• Ensure all GMW policies are promulgated and adhered to</li> <li>• Advise on potential changes to policies as required by local conditions</li> <li>• Ensure all policies are communicated to, and understood by, the team</li> </ul>	<ul style="list-style-type: none"> <li>• Audit results (internal)</li> <li>• Numbers of issues escalated through team not adhering to policies</li> </ul>
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### Key Relationships

All GMW employees are responsible for managing aspects of our customer/stakeholder relationships and service interactions, and will work proactively to deliver a consistent customer experience.

Internal	External
<ul style="list-style-type: none"> <li>• Field Services Maintenance Managers</li> <li>• Project Service design team</li> <li>• Strategy &amp; Services Planning (SSP) team (provide program planning and functional design for capital program, to be undertaken by Field Services)</li> <li>• Managers of other GMW divisions - deliver civil construction projects that enhance the performance of their divisions:               <ol style="list-style-type: none"> <li>a. Water Delivery- (primary client)</li> <li>b. Storage Operations</li> <li>c. Electrical/Mechanical Support</li> <li>d. Safety Welfare &amp; Environment team</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• MDBA – manage delivery of civil construction projects on behalf of MDBA</li> <li>• Catchment Management Authorities</li> <li>• DEWLP</li> <li>• Utility Managers</li> <li>• Contractors and Consultants – ensure contractual compliance and delivery</li> <li>• Local Government – represent GMW</li> <li>• Community Groups - represent GMW and ensure understanding of community issues related to project implementation</li> </ul>

### Behaviours and Values

All employees are required to demonstrate GMW's values through their work and their dealings with internal and external customers. Behaviours must also align with the values and with GMW's strategic outcomes below:

#### Safe, skilled, engaged people

Contribute to a safe, inspiring and diverse workplace where learning is encouraged and your team feels supported. You openly demonstrate the vision and values of GMW through your own behaviours.

#### Satisfied customers, trusting partners

Exhibit at all times a customer-first attitude and you are focused on delivering outcomes that meet the needs of our customers, stakeholders and communities. You deliver solutions in response to customer and operational issues.

#### Sustainable business, viable customers

Take ownership for delivering affordable and sustainable water services through the decisions you make every day and take responsibility for ensuring ongoing business efficiency. You operate in a timely manner and with a sense of urgency when required and you consistently prioritise your work to meet the ongoing, and sometimes changing needs of our business.

#### Water security and other water values are recognised

Comprehend the regulatory framework under which we operate and the importance of meeting our obligations. You understand the role that water plays in the sustainability of our region and actively seek out opportunities that will secure water for our future.

#### Innovation, data and technology driven services

Uphold the integrity of all GMW processes and systems by contributing to a continuous improvement lifecycle. You ensure that all decisions are informed by accurate and complete data & information.



**Excellence**



**Honesty**



**Accountability**



**Courage**



**Caring**