

# Goulburn-Murray Water Position Description

Project Manager – Position Number IDS309, IDS310, IDS311, IDS319, IDS332, IDS333

<b>Role Purpose</b> Deliver projects related to GMW infrastructure within our irrigation and water storages operations. Activities include project planning, option evaluation, design, construction, supervision, commissioning and project handover.	
Reports to (title)	Lead Project 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	Tatura
Position Contact	Manager Project Delivery, Mathew Holmes 0488 652 357
Key skills, Qualifications & Experience required	<b>Mandatory</b> <ul style="list-style-type: none"> <li>- Degree in Engineering or Project Management or equivalent industry experience</li> <li>- Demonstrated experience in the delivery of infrastructure projects in the Dams, Water and/or Irrigation sector</li> <li>- Experience in management of Contractors and Consultants</li> <li>- Demonstrated commitment to safety</li> <li>- Experience with Project Management reporting systems</li> <li>- White Card or equivalent industry Safety Induction Card</li> <li>- Excellent computing skills in Word, Excel and MS Project.</li> </ul> <b>Key Skills &amp; Experiences</b> <ul style="list-style-type: none"> <li>- Strong background in developing detailed scope of works &amp; cost estimations</li> <li>- Communicating with key stakeholders</li> <li>- Clear communicator with excellent listening skills</li> <li>- Drive for excellence in process improvement</li> <li>- Commercial orientation, proactively seeking out profitable business opportunities</li> <li>- Able to give and receive feedback</li> <li>- Problem solving skills</li> <li>- Leads by example</li> <li>- Ability to simplify complex information</li> <li>- Prepare written reports</li> <li>- Experience in Project Scheduling</li> </ul>
Other Requirements	Police check Australian Drivers Licence Australian Working Rights
Approver/Approval Date	Kat Heier – HR Business Partner – December 2025

Key Result Areas	Key Responsibilities	KPIs
Project Delivery	<ul style="list-style-type: none"> <li>• Deliver projects encompassing civil, electrical and mechanical works associated with GMW Infrastructure.</li> <li>• Oversee option evaluation, design, construction and commissioning activities related to GMW infrastructure.</li> <li>• Engage specialist resources as needed.</li> <li>• Fulfil role of Superintendent's Representative as required.</li> <li>• Oversee statutory approvals process and environmental impact assessments.</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>• Projects delivered to agreed scope, budget and timelines.</li> <li>• Site HSE compliance meets industry standards/Codes of Practice.</li> <li>• Onsite works carried out in accordance with design brief and technical specifications.</li> </ul>

Stakeholder Relationships	<ul style="list-style-type: none"> <li>Engage and manage relationships with external contractors and engineering consultants.</li> <li>Provide regular project updates to stakeholders.</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>Project issues identified and resolved in a timely manner.</li> </ul>
Contract Administration	<ul style="list-style-type: none"> <li>Supervise administration of contracts for design and construction of assets, including contract management.</li> <li>Prepare scope of works, design briefs, technical specifications, procurement documentation.</li> <li>Evaluate tenders.</li> <li>Inspect and supervise site works.</li> </ul>	<ul style="list-style-type: none"> <li>Contract management and record keeping delivered to a high standard.</li> <li>Works delivered inline with GMW's Procurement Plan and Investment Project Management Framework.</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>Prepare regular routine progress status reports (time, cost, quality, risk).</li> <li>Prepare detailed reports summarising technical information and project deliverables.</li> <li>Create and manage project schedules</li> <li>Manage external funding agreements as required.</li> </ul>	<ul style="list-style-type: none"> <li>Project reporting updated regularly in Project Hub Potential delays, cost and quality issues identified and reported in advance.</li> <li>Accurate work schedules / cost reporting completed &amp; up to date</li> <li>Adhere to funding milestones &amp; reporting.</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>
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>

#### 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

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|---|---|
| <ul style="list-style-type: none"> <li>Managers of other GMW divisions - deliver projects that enhance the performance of their divisions:             <ol style="list-style-type: none"> <li>Storage Services</li> <li>Water Delivery</li> </ol> </li> <li>Managers of other GMW divisions – proactive engagement to ensure high quality service interactions             <ol style="list-style-type: none"> <li>Strategy &amp; Service Planning (Asset Planning, Dam Safety &amp; Technical Standards)</li> <li>Business &amp; Finance (Finance &amp; Commercial)</li> <li>People, Culture and Safety (HSE)</li> <li>Customers &amp; Stakeholders (Communications, Engagement &amp; Media)</li> </ol> </li> </ul> | <ul style="list-style-type: none"> <li>MDBA – manage delivery of projects on behalf of MDBA</li> <li>Contractors and Consultants – ensure contractual compliance and delivery</li> <li>Connections Project Leadership</li> <li>Potential fee for service customers (e.g. other water and catchment authorities, National and State Parks authorities) – generate profitable revenue</li> <li>Other Authorities and Local Government – represent GMW</li> <li>Community Groups - represent GMW and ensure understanding of community issues related to project implementation</li> </ul> |
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|--|--|
| <ul style="list-style-type: none"> <li>Managers within IDS – proactive engagement to ensure high quality service interactions             <ul style="list-style-type: none"> <li>a. Field Services</li> <li>b. Construction Services</li> <li>c. Electrical &amp; Mechanical Services</li> </ul> </li> </ul> |  |
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## 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 pillars below:*

### Our Vision

'Water for a thriving Northern Victoria'

### Our Purpose

'Working together to deliver sustainable, efficient and adaptive water services'

### Strategic Pillars

#### Working with our customers and communities

To deliver reliable and affordable services for our current and future customers, while working with partners and stakeholders to influence and enhance regional outcomes.

#### Embracing Technology and Innovation

To enhance customer experience, drive operational efficiency and productivity

#### Investing in our people

To drive a culture of achievement and innovation that fosters the workforce of the future, and supports an ongoing focus on safety and wellbeing

#### Adapting our services and leveraging our assets

To support the needs of the region and our customers in the context of changing communities, markets and climates



**Excellence**



**Honesty**



**Accountability**



**Courage**



**Caring**