

Position Title:	Coordinator Project Strategy and Methods
Directorate:	City Operations
Department:	Project Management Office
Unit:	Project Strategy and Methods
Organisational Level:	Coordinator (L4)

Position Objective

- Drive the implementation and continuous improvement of the Project Management Framework (PMF) and provide specialist project management advice and support to the broader project community
- Manage the development, monitoring and reporting of Council's capital works program

Key Responsibilities

- Develop Council's annual and long term capital works program. Includes collation of business cases, coordination of Capital Evaluation Team reviews, and attendance and contribution at Councillor and Executive meetings relating to the capital works program as required. Also includes coordination of the ongoing update of the long term financial plan relating to capital works.
- Coordination of the quarterly capital works plan reviews to recommend adjustments based on alignment with Council strategies and plans
- Take a lead role in overseeing the ongoing implementation of the Wyndham Project Management Framework. Includes a continuous improvement focus to build on the PMF tools, templates and procedures ensuring they are fit for purpose.
- Foster and develop the PM community @ Wyndham.
- Coordinate monthly project review meetings with project governance groups.
- Ensure effective and efficient use of human resources in the unit including allocation of responsibilities, effective management and development of staff and identification of staff training and development needs.
- Be a leader in continuous improvement by seeking out operational effectiveness and efficiency by generating innovative approaches to meet the challenges of a changing environment and to improve services to stakeholders/customers.
- Carry out other duties commensurate with skills and abilities as deemed reasonable and appropriate to the role as directed from time to time.
- Risk Management – Accountable for the implementation and maintenance of sound risk management within the areas of responsibility and in accordance with Wyndham's Risk Management Policy. Create an environment where managing risk is accepted as the personal responsibility of each employer.

Accountability and Extent of Authority

- Decisions regarding Project Management issues, standards and practices will have a significant impact on the operation and safety of Council's assets and the public perception of Council.
- Is free to act within Council's policies, objectives and budgets with regular reporting to the Manager to ensure achievement of goals and objectives.
- Understanding the internal and external environment in which Council manages physical infrastructure and demonstrates high level negotiation skills in order to achieve Council's objectives.
- Budget development, management and monitoring in the branch to ensure specific budget programs are effected on time and within budget allocation, using the budget process to monitor performance and justify public expenditure.

Judgement and Decision Making

- Make formal recommendations to Department Manager and Director on matters pertaining to policy, program management, service standards and service delivery for all programs of the Department.
- Identifying and analysing complex issues and their likely impact on Council, and then develop insightful solutions to the issues using all sources of information and expertise available for Council to be responsible and accountable to the community.

Specialist Skills and Knowledge

- Extensive experience in the planning and delivery of projects relevant to the Local Government environment.
- Extensive experience in applying project management and technical principles to solve new problems and opportunities.
- Highly developed skills in project management including feasibility, risk management, investigations planning, development, design, construction management and administration.
- Highly developed knowledge and skill in MS Project and Excel, and the ability to learn new systems.
- Sound knowledge and experience of contract management and administration.
- Highly developed knowledge of process to set project, unit and capital works program budgets, monitor budgets and report on status and predicted position, expenditure levels for the current works program and predict forecasts.
- Sound knowledge of legislation applying to Local Government and Councils' practices and policies.
- Knowledge of accounting, town planning and development legislation and practices.
- A comprehension of long term goals and objectives of the organisation and an understanding of the social and political framework in which the organisation functions.
- Knowledge of infrastructure management.
- Understanding the "bigger picture" and ability to connect global, national or regional issues with local action in the management of infrastructure and use this information to identify and assess emerging trends to formulate appropriate policies and strategies.
- Well-developed quantitative skills in order to judge the implications or magnitude of a specific project, for budget/decision making and assessing risk.
- Strong strategic and conceptual skills which can be applied to the development and implementation of policies, strategies and programs to achieve Council's corporate objectives in regard to asset management.

Management Skills

- Strong organisational skills including time management and project management skills despite conflicting demands and deadlines.
- Completing all requirements of the Performance Management process in evaluating the effort and contribution made by staff which focusses on achieving individual, departmental and corporate goals.
- Knowledge of human resource management practices and industrial relations.

Interpersonal Skills

- Demonstrated high level of interpersonal, negotiation and communication skills, both written and oral, including demonstrated ability to liaise effectively with internal and external stakeholders.
- Demonstrated ability to work as part of a team to provide responsive and high quality advice and project support.
- Ability to build a good rapport with key partners and team members, motivating and inspiring using an inclusive leadership style.
- Ability to negotiate with counterparts both internally and externally, to resolve specialist problems.
- Adopting an objective, balanced approach in dealing with conflicting perspectives and exercising judgement and strong negotiation skills to achieve resolutions that meet Council corporate goals and branch plan objectives.

Qualifications and Experience

- Tertiary qualifications in an appropriate discipline with extensive project management experience.
- Further post graduate qualifications in management or related technical disciplines would be favourable.
- Sound analytical and conceptual skills and evidence of the ability to manage a variety of complex tasks under tight time constraints.
- Excellent written and oral communication skills.
- Demonstrated ability to lead, motivate and develop staff.
- Demonstrated understanding of contract management principles and practices (Desirable)
- Extensive experience in Project Management software (Desirable).
- Experience in developing and delivering major Capital Works programs (Desirable).
- Excellent understanding of legal requirements, Acts and Regulations associated with the management and delivery of infrastructure assets (Desirable).

Inherent Requirements of Position

This section lists the demands and work environment more often than not in order to perform the essential functions of the position: **Coordinator Project Strategy and Methods**

Task	Description
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Office Duties	<ul style="list-style-type: none"> - Sitting at a workstation on an adjustable office chair, general office based work, using a computer for up to one hour at a time, followed by a break. - Includes general office based work such as handling files, various paperwork, attending phone calls and customer enquiries.
Standing/Walking	<ul style="list-style-type: none"> - Required to walk on sites, possibly on uneven surfaces - Required to walk at times over large distances
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Bending/Stooping & Reaching	<ul style="list-style-type: none"> - Required to bend and reach occasionally
Other:	<ul style="list-style-type: none"> - Liaising with customers who, at times, may not agree with decisions made

Other Relevant Information

- Not applicable

Key Selection Criteria

- Completion of an appropriate tertiary qualification with extensive experience in Project Management.
- Further post graduate qualifications in management or related technical disciplines would be favourable.
- Experience in developing and/or implementing project management frameworks or systems would be favourable.
- Experience in developing project programs, including strategic analysis highly desirable.
- Demonstrated experience in management of consultants/contractors.
- Demonstrated ability to lead, motivate and develop staff using a constructive leadership style
- Ability to build good rapport with key partners and stakeholders
- Excellent verbal and written communication skills.
- Demonstrated leadership skills combined with successful experience in managing and leading staff by example.

<i>HR Services – Internal Use Only</i>	
<i>Position Number(s):</i>	<i>200011</i>
<i>PD Current as at:</i>	<i>6 January 2022</i>