

# JOB PROFILE FORM

## 1. JOB DETAILS

WAP (Admin ONLY):

Position Title: Project Manager

Team: Asset Growth Projects

Division: Asset Delivery

Group: Asset Services

Reports to (Name / Title): Manager Asset Growth Projects

Number of Direct Reports: Nil

Budget Mgt Accountability (Opex & Capex Amounts):

## 2. WHAT DOES THIS JOB DO?

Job Purpose:

Safely and efficiently deliver quality infrastructure assets in a way that ensures our customers receive value for money.

Responsibilities (20 dot points or less):

- Project manage the delivery of new assets from detailed design through to commissioning, in line with YVW's values, policies, procedures, business rules, priorities and expected behaviours
- Demonstrate a personal commitment and proactive approach towards upholding the organisation's values and culture as outlined in the Our Way document
- Carry out all work in such a way as to protect their own health and safety and that of their fellow workers, contractors and public
- Liaise with stakeholders, including members of the public, on project related, sometimes sensitive, issues.
- Contribute towards the development of project plans, particularly project audit plans
- Review, and provide comment on, the design of assets
- Initiate audit observations and corrective actions
- Provide accurate project status and financial reports in a timely manner as required
- Contribute to the ongoing improvement of policies, procedures and practices of the Team and the Division.
- Liaise with staff from Delivery Performance, Growth Planning, Asset Planning and Asset Operations, and other areas of the business as required
- Liaise with Councils and Government Departments as required

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## 3. WHAT ATTRIBUTES ARE REQUIRED TO UNDERTAKE THIS JOB?

### 3A. WHAT KEY SKILLS OR EXPERIENCES ARE REQUIRED TO COMPLETE THIS JOB?

Skill/ Experience	Level of Skill/ Experience i.e. Basic / intermediate/ Advanced	Years of Experience (optional)
Understanding of water supply and sewer systems	Basic/Intermediate	Not specified
Knowledge of and the ability to apply the principles of project management, contract management and tendering procedures	Intermediate	Not specified
Knowledge of and the ability to apply the principles of effective quality assurance	Basic/Intermediate	Not specified
Knowledge of and the ability to apply the principles of the Occupational Health and Safety Act and the Environmental Protection Act.	Basic	Not specified
High level of written and verbal negotiation skills	Intermediate	Not specified
Ability to identify and manage internal and external stakeholders	Basic/Intermediate	Not specified
Excellent verbal and written communication skills	Advanced	Not specified
Key stakeholder management experience of complex projects	Intermediate	Not specified
Customer engagement experience	Basic	Not specified

### 3B. WHAT DEVELOPMENT BUILDS THE CAPABILITY FOR THIS ROLE?

PEEPS will capture training or certifications that a person requires to undertake their job activities. When completing this section, do not only consider performance effectiveness, but also consider auditing and safety compliance requirements. When a person is associated with a job, but does not have the required skills, the manager and person will be notified.

	Mandatory/ Highly Desirable/ Suggested?	Method of Training (e.g. certificate, ticket, observation, on-the-job etc....)	Renewal Required (Y/N/Unsure)	Renewal Frequency (e.g. Never, 1 year, 5 years etc....)
<b>Qualifications / Certificates</b>				
Degree in Engineering / Project Management or equivalent	Mandatory	Degree	No	Not specified
Construction Induction (White Card)	Mandatory	External Course	No	Not specified

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Contract Management	Highly desired	External Course	No	Not specified
Project Management	Highly desired	External Course	No	Not specified
Negotiation Skills	Highly desired	External Course	No	Not specified
Confined Space Awareness	Mandatory	External Course	No	Not specified
Falling from Heights	Mandatory	External Course	No	Not specified
Environmental Management	Highly desired	External Course	No	Not specified
Traffic Management	Highly desired	External Course	No	Not specified
Cultural Heritage	Highly desired	External Course	No	Not specified

## 3C. WHAT ARE THE CRITICAL PERSONAL ATTRIBUTES REQUIRED FOR THIS JOB?

<b>Personal Attributes</b>  <i>i.e., such as resilience, emotional intelligence</i>	The ability to maintain a positive, solution focussed, attitude in challenging situations. Personal skills that support effective communications, a commercial approach, a focus on teamwork and commitment to personal and business improvement
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## 3D. WHAT ARE THE KEY PHYSICAL, OR ENVIRONMENTAL REQUIREMENTS OF THE ROLE?

<b>Key requirements</b>  <i>i.e. required to lift heavy boxes</i>  <i>Note: some field-based roles will need to complete additional requirements for the role (Complete this form here)</i>	Ability to visit construction sites and attend in person meetings at Mitcham
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