

POSITION DESCRIPTION

MANAGER DESIGN PROJECTS

POSITION DETAILS

Date of Position Description	August 2024
Position Title	Manager Design Projects
Position Grade	18
Directorate Business Unit	City Assets and Operations Integrated Grants and Projects
Reports to	Group Manager Integrated Grants and Projects
Physical Requirements Category	Category 1 – Desk role with Ergonomics Requirements
Job Location	316 Victoria Road, Rydalmere (Council retains the right to alter locations should the operational need arise)

POSITION OVERVIEW

This position is responsible for leading and managing a team of professional staff who are accountable for the creation and management of capital projects up until the construction phase. This will involve project development, scoping, concept design approval, consultation, stakeholder management, design development and all approvals. The team will manage capital work design projects that focus on public domain upgrades across the Local Government Area. The role will be responsible for managing significant and highly political projects that are time sensitive and involve multiple internal and external stakeholders.

KEY RESPONSIBILITIES

Role Specific

- Manage and lead team members to ensure a motivated, committed and customer focused approach to delivering innovative and effective project outcomes to tight deadlines in a complex work environment.
- Lead strategic and specialised advice on all aspects of design, scope and delivery for nominated projects to achieve high quality project outcomes within budget and time parameters and aligned to the Council's vision and strategic outcomes.
- Manage internal and external stakeholder collaboration and engagement through the project milestones for complex, diverse, sensitive projects.
- Manage and lead external multi-disciplinary consultant teams and/or contractors as required to deliver specific outcomes within timeframes and budget.
- Preparation of effective Business Cases, comprehensive Delivery plans and Council Reports to achieve project approvals and to guide the implementation of the project.
- Accurately monitor and report on progress, budget, program, scope, staff resourcing and risk, identifying issues and solution recommendations.
- Report on project progress to senior management and Council's Executive Team.



- Lead, manage, coach, and develop a team of professionals in the designated area of expertise to promote accountability and alignment towards achieving desired organisational outcomes.
- Manage the function's annual budget and provide key inputs to the budgeting and forecasting processes to promote sound financial sustainability.
- Ensure that all practices are up to date with current and pertinent legislation, statutory regulations.
- Apply knowledge, best practice, innovation and subject-matter expertise to promote continuous improvement and contribute towards the growth and maturity of the organisation.
- Build in performance metrics and mechanisms to identify early visibility of risks to enable mitigation approaches.
- Actively lead and manage the health and safety of yourself, employees, visitors, contractors and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Champion customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
- Comply with Council policies, including the COVID 19 Vaccination Policy, as amended from time to time

KNOWLEDGE

Qualifications

- Degree level qualification in landscape architecture or architecture, project management and/or considerable project management experience and/or relevant qualifications

Experience

- Significant 10 - 15 years operational experience in managing a complex portfolio of projects, with a proven track record of achieving strategic objectives.
- Significant experience implementing complex, sensitive projects.
- Extensive demonstrated experience in managing diverse stakeholders in a highly political environment.
- Significant experience in managing the design and delivery of major projects and programs of work within the public domain.
- Significant experience driving improvements and innovation.
- Significant experience in leading diverse, multidisciplinary teams and delivering services to a high standard to meet financial and other business performance criteria.
- Demonstrable detailed understanding of the relevant legislative and regulatory requirements applicable to the designated area and the ability to practically apply this knowledge.

Skills

- High level design management skills with a significant reach and impact.
- High level demonstrated project management skills.
- Demonstrated strategic planning skills including the ability to develop long term program planning that identifies strategies that respond to identified needs both current and future.
- Exceptional ability to communicate, negotiate, build relationships, and influence others with an engaging approach and technique.
- Culturally inclusive, experience leading and influencing a diverse workforce and stakeholder group.



CITY OF PARRAMATTA

- Advanced problem solving and decision-making ability, including confidence in working with leaders to resolve high priority, and often sensitive and complex issues and conflict.
- Highly advanced change management leadership within a highly complex stakeholder environment.
- Proven ability to work with initiative and a proactive approach to problem solving.
- Highly developed corporate skills.