



Success Profile

▀ Manager Project Services

Bayside City Council

July 2020



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Manager Project Services

- Apply your project and construction management expertise to lead delivery of infrastructure projects
- Newly created position
- Leverage your relationship-building skills

Bayside City Council is a unique municipality renowned for its natural environment, 'village feel' and low density living located south of Melbourne's CBD. Home to over 100,000 residents, Bayside City Council's enduring purpose is: extraordinary places, thriving communities, better futures. Their vision is to become the sector-leading organisation delivering outstanding customer experience and community outcomes. To support this evolution a role has become available for a Manager Project Services to run the Project Services team to successfully deliver projects from feasibility to construction.

Reporting to the Director Environment, Recreation and Infrastructure, the Manager Project Services will manage the team to successfully deliver identified projects within the Bayside City Council Capital Works portfolio, ensuring high quality outcomes, within defined project timeframes and budgets.

With project delivery being your key outcome, your success will be built on your ability to effectively build and manage a high-performing and highly engaged team of Coordinators and a Major Project Lead. Aside from the Project Services team, you will also demonstrate the ability to build strong relationships across the organisation, to ensure that risks are managed appropriately, and the Bayside community is consulted and engaged throughout the delivery of major projects to their local area.

Bayside City Council has an established EPMO and the Manager Project Services will be a key figure in driving utilisation of the system, providing dashboard reporting to the executive team and councillors. Your systems experience will combine with your people management skills to ensure the continual improvement of reporting best practice. Your adaptability and problem-solving skills will enable you to work through issues and focus on successful project delivery. Additionally, you will champion the organisation's values of Respect Each Other, Own It, Work Together, and Find Better Ways.

An experienced leader in complex project environments, the Manager Project Services will have a sound understanding of design and construction methodologies, as well as the ability to confidently manage contractors. Importantly, your excellent collaboration, communication and facilitation skills will enable you to lead a Department to deliver a portfolio of projects to the community.

About Bayside City Council

Bayside City Council is a unique municipality renowned for its natural environment, 'village feel', and low density living located south of Melbourne's CBD.

Home to over 100,000 residents, Bayside City Council's enduring purpose is; extraordinary places, thriving communities, better futures. Our purpose is underpinned by a vision to become the sector-leading organisation delivering outstanding customer experience and community outcomes.

Bayside Council is an equal opportunity employer, committed to providing an accessible and safe working environment that embraces and values child safety, diversity and inclusion.

The City of Bayside is located on the eastern shore of Port Phillip Bay, 9 kilometres from Melbourne's CBD. It covers the suburbs of Beaumaris, Black Rock, Brighton, Hampton, Hampton East, Sandringham and parts of Brighton East, Highett and Cheltenham.

Our offices are located in Sandringham. Staff have access to permit parking. Sandringham train station is a 15-minute walk, or you can catch the 600-bus from the station. We also offer a locked bike storage facility and showers to encourage staff to ride to work.





Our vision and values

We have developed a purpose, vision, goals and values to guide our organisation and achievement of our Council Plan and our major strategies.

We exist to create extraordinary places, thriving communities and better futures.

We have created a vision that by 2024 we will be the sector-leading organisation delivering outstanding customer experience and community outcomes.

We will achieve our 2024 vision through the following goal areas:

- We are focused on customers
- We are connected
- We are leaders
- We deliver

Our staff hold each other accountable to our shared values and behaviours:

- Respect each other
- Own it
- Work together
- Find better ways





Bayside City Council Organisational Structure

Our organisational structure includes 5 divisions headed by directors.

Divisions

The 5 key organisational areas of Council are:

The CEO Division

The City Planning and Amenity Division

The Community and Customer Experience Division

The Corporate Services Division

The Environment, Recreation and Infrastructure Division

These collectively comprise the major operational activities including services to the community, business, and governance functions necessary for an effective and publicly accountable body.

The Chief Executive Officer manages the staff and resources of the Council, as determined by the Victorian Local Government Act. Operational responsibilities for the organisation reside with the Chief Executive Officer. In turn, the Chief Executive Officer is employed by and reports to the elected Council.

CEO and Executive Team

- Mick Cummins – Chief Executive Officer
- Jill Colson – Director Corporate Services
- Adam McSwain – Director Environment, Recreation and Infrastructure
- Hamish Reid – Director City Planning and Amenity
- Bryce Craggs – Director Community and Customer Experience
- Kathryn Tozer – Acting Executive Manager People and Strategy



Role Overview

Title	Manager Project Services
Location	Sandringham
Position Classification	Senior Officer
Position Status	4 year contract
Salary	\$170k-\$180k Total Package
Division	Environment, Recreation and Infrastructure
Department	Project Services
Key Internal Contacts	<ul style="list-style-type: none">▪ Executive Team and Councillors▪ City Assets and Presentation department;▪ Enterprise Project Management Office (EPMO) – to ensure effective adoption of Project Management Framework / system and development of supporting tools;▪ Project sponsors and stakeholders (internal);▪ A wide range of internal teams and departments to assist project delivery and compliance with Council requirements, including:<ul style="list-style-type: none">▪ Procurement & Contracts;▪ Communications and Engagement;▪ Finance;▪ Statutory planning and building services;▪ Traffic and Transport;▪ Sustainability;▪ Environmental Health;▪ Arborist and Open Space;▪ Urban Design;▪ Economic Development;▪ Asset planners and maintenance; and▪ Occupational Health and Safety and Risk.
Key External Contacts	<ul style="list-style-type: none">▪ Residents, customers, community stakeholders, consultants, contractors, statutory authorities, Victorian and Federal Government representatives

Your Opportunity

The position objectives are to:

- Lead an effective and engaged Project Services Team
- In partnership with the Manager City Assets and Presentation lead the development of Councils annual capital works budget and four year capital works program
- Apply advanced project and construction management expertise to successfully support the end to end (feasibility to construction) delivery of the Bayside City Council Capital Works portfolio, ensuring high quality outcomes, within project timeframes and budgets;
- Operate within Council's processes, policies and the Project Management Framework / System, leading the development of supporting detailed project management tools for project assessment, planning and delivery;
- Model and mentor advanced project management behaviours to assist organisation maturation;
- Work collaboratively across the organisation, particularly with project sponsors and the Enterprise Project Management Office, in a productive and constructive manner with open communication, accountability and professionalism to deliver Council's objectives.



Principal Accountabilities

Responsibility	Outcomes
Lead the Project Services team to successfully lead the end to end (feasibility to construction) delivery of the Bayside City Council Capital Works portfolio.	<p>All Capital Works projects are managed in accordance with the Project Management Framework/ System, achieving:</p> <ul style="list-style-type: none"> ▪ 90% delivery of Council's Capital Works program is achieved annually ▪ High quality community and stakeholder outcomes through realisation of project benefits, ▪ Delivery within project timeframes and budget allocations ▪ Robust procurement and contract management; and ▪ Compliance with Council's standards, policies, relevant codes and industry practice.
Leadership of a high performing, engaged Project Services Team	<ul style="list-style-type: none"> ▪ Development of a high performance culture including robust performance feedback ▪ Delivery of initiatives to build an engaged team
Effective engagement with external and internal parties to ensure successful project delivery	<ul style="list-style-type: none"> ▪ Engagement with project sponsors to ensure project scopes will achieve service outcomes; ▪ Engagement across the organisation for delivery of specific work packages, identification and appropriate management of project risks. ▪ Engagement with external stakeholders and Councillors on project delivery – as appropriate.
Report regularly on Capital Works and effectively manage project risks, including matters of a sensitive, political nature.	<ul style="list-style-type: none"> ▪ The Project Portfolio Management System is kept up to date with project status / change requests and sensitive / political matters are identified early and escalated / managed for effective resolution ▪ A robust risk register is maintained including effective mitigation activities. ▪ Compliance with OH&S requirements and development of a strong safety culture ▪ Effective engagement and advice to Project Control Groups and Working Groups.
Actively contribute to maintaining a professional, productive, innovative and outcome orientated project management team and support the maturation of project management discipline within Bayside City Council	<ul style="list-style-type: none"> ▪ Models advanced project management behaviours and techniques ▪ As appropriate, uses opportunities to mentor organisation project managers ▪ A Project Services culture is established of professional, productive, innovative and outcome orientated project management. ▪ Project Implementation Reviews are undertaken and identified improvements are prioritised and implemented in a timely manner.

Skills, Qualifications and Experience

- Qualifications relevant to the role, for example a tertiary qualification in Construction Management, Architecture, Engineering or Project Management.
- Experienced in leading large project management teams dealing with complex infrastructure projects in a metropolitan environment;
- Self-confident, innovative, organised leader with initiative and drive for excellence and high standards of self and team, demonstrated by a track record of continuous improvement in project and service delivery
- A high level of competency and experience in contemporary project management issues, legislation, concepts, and techniques. This especially applies to facilitation of major building and infrastructure projects, including development and implementation.
- Experience in taking a portfolio approach to capital program development and delivery and developing and implementing capital works budgets
- Demonstrated knowledge and skills in feasibility assessments, business cases, complex building and infrastructure projects management.
- Demonstrated knowledge of budgeting and financial procedures.
- Ability to lead stakeholder engagement and negotiations.
- Experience in Local Government (desirable)



Shared Organisational Responsibilities

All employees are required to be aware of and adhere to the following:

Organisation Strategy	<p>We are Connected</p> <ul style="list-style-type: none"> ▪ We work together as 'One Bayside' to deliver the best outcomes for customers and communities. We are an evidence driven organisation with simplified and integrated processes and systems. <p>We are Leaders</p> <ul style="list-style-type: none"> ▪ We lead through creative, inclusive and sustainable practices. We attract, develop and empower extraordinary people. We are agile in responding to challenges. <p>We are Focused on Customers</p> <ul style="list-style-type: none"> ▪ We are empowered to engage with our community, and to deliver quality customer experience. <p>We Deliver</p> <ul style="list-style-type: none"> ▪ We deliver excellent results through improved planning and execution. We aim for the highest levels of performance and take individual and collective accountability. We learn in order to drive a continuous improvement culture.
Values and Behaviours	<ul style="list-style-type: none"> ▪ Embrace and live the shared values of Bayside City Council: Respect Each Other, Own It, Work Together, Find Better Ways. ▪ Reflect these values in how we do business and how we treat each other, our customers and our community members. ▪ Work in a manner that reflects the agreed Team Behaviours.
Customer Service Commitments	<p>Commit to being:</p> <ul style="list-style-type: none"> ▪ Easy to deal with ▪ Empathetic ▪ Effective ▪ Trusted
Occupational Health and Safety	<ul style="list-style-type: none"> ▪ Read and comply with all OHS policies and procedures in relation to your OHS roles and responsibilities ▪ Immediately report all hazards and incidents, following the appropriate processes and using the online hazards and incidents form. ▪ Work in a manner that will not endanger yourself or any other person. ▪ Assist new employees in the use of proper work practices and procedures. ▪ Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE. ▪ Not attempt any task unless you are capable and competent to carry out the task.

	<ul style="list-style-type: none"> ▪ Participate in performance review process that incorporates OHS responsibilities ▪ Participate in rehabilitation and return to work programs if required
Policies and Procedures	<ul style="list-style-type: none"> ▪ Comply with Council policies, procedures and guidelines that relate to the position. ▪ Comply with Council policies and procedures that govern how we behave within the workplace and in our relationships with residents, clients and those with whom we do business. These can be accessed through Council's Code of Conduct. ▪ Comply with Council policies and procedures that govern how we conduct the business and administration of Council. ▪ Where relevant, comply with Council policies and procedures that govern: <ul style="list-style-type: none"> - how we procure goods, services and works; and - how we manage contracts and supplier relationships
Corporate Responsibilities	<ul style="list-style-type: none"> ▪ Protect Council's physical, financial and intellectual assets against damage, fraud or misuse. This includes identifying and reporting instances of damage, fraud or misuse.
Sustainability	<ul style="list-style-type: none"> ▪ Comply with Council's Working Greener Campaigns for waste reduction, green purchasing and energy and water conservation as specified in the Council Plan and Environmental Sustainability Framework.



For further information please contact:



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