



Success Profile

## ▀ Major Project Lead

Bayside City Council

July 2020



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## Major Project Lead

- Apply your project and construction management expertise to lead delivery of major projects
- Contribute to continuous improvement of processes
- Use your relationship-building skills to collaborate across the organisation

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 Major Projects Lead to develop deliver and implement major infrastructure projects across Council.

Reporting to the Manager Project Services, the Major Project Lead will be responsible for the pre-planning to delivery of Council's Major Projects portfolio. The role will partner with the EPMO to manage, maintain, and continuously improve the project management framework, provide specialist advice and monitoring to support compliance, manage contracts and contractors, and provide leadership to the Senior Project Manager – Major Project roles. Your strong technical ability in pre-planning through to project delivery will enable you to take the lead in driving projects through the lifecycle, ensuring smooth delivery for Council and the community.

An experienced leader in complex project environments, the Major Project Lead 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 deliver important 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

<b>Title</b>	Major Project Lead
<b>Location</b>	Sandringham
<b>Reports to</b>	Manager Project Services
<b>Position Classification</b>	Senior Officer
<b>Position Status</b>	4 year contract
<b>Salary</b>	\$150k Total Package
<b>Division</b>	Environment, Recreation and Infrastructure
<b>Department</b>	Project Services
<b>Key Internal Contacts</b>	<ul style="list-style-type: none"><li>▪ Executive Team and Councillors</li><li>▪ City Assets and Presentation department;</li><li>▪ Enterprise Project Management Office (EPMO) – to ensure effective adoption of Project Management Framework / system and development of supporting tools;</li><li>▪ Project sponsors and stakeholders (internal);</li><li>▪ A wide range of internal teams and departments to assist project delivery and compliance with Council requirements, including:<ul style="list-style-type: none"><li>▪ Procurement &amp; Contracts;</li><li>▪ Communications and Engagement;</li><li>▪ Finance;</li><li>▪ Statutory planning and building services;</li><li>▪ Traffic and Transport;</li><li>▪ Sustainability;</li><li>▪ Environmental Health;</li><li>▪ Arborist and Open Space;</li><li>▪ Urban Design;</li><li>▪ Economic Development;</li><li>▪ Asset planners and maintenance; and</li></ul></li><li>▪ Occupational Health and Safety and Risk.</li></ul>
<b>Key External Contacts</b>	<ul style="list-style-type: none"><li>▪ Contractors</li><li>▪ Consultants</li><li>▪ Community Groups</li><li>▪ Residents</li><li>▪ Funding partners</li><li>▪ Authorities</li></ul>

## Your Opportunity

The position objectives are:

- To develop, deliver and implement major infrastructure projects across various Council program using the project management framework phases of Concept -> Plan -> Deliver -> Close in a professional and timely manner.
- To work with major project sponsors to progress research and strategy projects to enable robust project concepts to be developed and considered.
- To ensure major infrastructure project business cases are developed to allow effective Plan and Deliver stages to be completed in an efficient manner while meeting time, quality and cost targets,
- To provide coaching and guidance to other members of staff involved in implementing projects in accordance with the Project Management Framework.
- To support and participate in Project Control Groups and Project Working Groups associated with major infrastructure projects.
- To provide advice and recommendations on project and contract management to the organisation.
- To deliver high level project and contract management services for major infrastructure projects.



## Principal Accountabilities

Responsibility	Outcomes
<p><b>Project Management Framework</b></p> <ul style="list-style-type: none"> <li>▪ Develop, maintain and continuously improve the project management framework, including processes and template.</li> <li>▪ Provision of specialist advice and monitoring to support compliance with, and understanding of, established project management and capital investment frameworks.</li> </ul>	<p>The framework is implemented and utilised by all staff members involved in the delivery of major infrastructure projects</p> <ul style="list-style-type: none"> <li>▪ Investment decisions are aligned to Bayside’s strategies.</li> <li>▪ Community benefits and outcomes are clearly defined.</li> <li>▪ Project risks are appropriately identified and if accepted are adequately managed to ensure project delivery.</li> <li>▪ Strong, positive relationships exist with key organisational and community stakeholders.</li> </ul>
<p><b>Project Management</b></p>	<ul style="list-style-type: none"> <li>▪ Developing and maintaining an effective plan of all project activities at all times including the management of project interdependencies and constraints</li> <li>▪ Utilising the approved Project Governance Framework, PM system, processes, methods, tools and policies.</li> <li>▪ Tracking progress against the approved plan and requesting changes where required</li> <li>▪ Providing an accurate record of the state of the project to the Project Sponsor and EPMO</li> <li>▪ Effectively Planning and managing the delivery of all Project Management activities</li> <li>▪ In conjunction with relevant Technical staff or consultants, coordinates effective independent assurance of technical works in line with quality requirements</li> <li>▪ Coordinating technical streams, stakeholders and working groups responsible for project work, in line with the project plan</li> <li>▪ Developing and maintaining a comprehensive assessment of all Project Stakeholders (including project contributors, external and internal stakeholders).</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Developing and maintaining accurate project estimates of project development and consequential operations cost and project benefits estimates.</li> <li>▪ Obtaining documented commitment from all project contributors</li> </ul>
<b>Contract Management</b>	<ul style="list-style-type: none"> <li>▪ Projects are appropriately staged and aligned to the approved targets in the Long Term Financial Plan.</li> <li>▪ Strong, positive relationships exist with key contractors.</li> <li>▪ All contracts are managed using the organisation's adopted approach.</li> </ul>
<b>Occupational Health and Safety</b> <ul style="list-style-type: none"> <li>▪ Effectively respond to changes in contractor OH&amp;S legislation and ensures compliance to any changes through the lifecycle of the projects.</li> </ul>	<ul style="list-style-type: none"> <li>▪ To the satisfaction of the Director, the Coordinator will take a proactive approach to ensure current practices within Bayside and those of our Contractors reflect current legislation and are working efficiently.</li> </ul>
<b>Staff leadership</b> <ul style="list-style-type: none"> <li>▪ Provide opportunities for the development of staff by setting challenging targets, providing mentoring, regular and annual staff appraisals, individual development plans and regular staff meetings.</li> <li>▪ Ensure the Senior Project Manager, Major Projects participates in the development and review of service policy, procedure and protocols.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff performance against individual key performance targets are monitored.</li> <li>▪ Provide coaching and capability development to staff involved in project management within the organisation.</li> <li>▪ Ensure project management capability is continuously improved within the organisation.</li> </ul>
<b>Position Delegations</b> <ul style="list-style-type: none"> <li>▪ Financial Delegations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Authorised to order or approve the ordering of goods and services in accordance with the approved financial delegations (as amended from time to time)</li> </ul>

## Skills, Qualifications and Experience

- Tertiary qualification in Civil Engineering, Construction Management or Project Management.
- 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.
- Demonstrated knowledge and skills in major infrastructure project management, with a focus on project delivery in a complex metropolitan environment
- Self-confident, innovative, organised leader with initiative and drive for excellence and high standards of self and team.
- Experience in the coordination of project related meetings and activities.
- Demonstrated experience in the preparation of technical reports associated with concept, scoping, planning and delivery of major infrastructure projects.
- Proven management skills with the ability to provide leadership and motivation to a team.
- Experience in Local Government (desirable)
- Demonstrated ability in the use of Project Management Systems (desirable)



# Shared Organisational Responsibilities

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

<p><b>Organisation Strategy</b></p>	<p><b>We are Connected</b></p> <ul style="list-style-type: none"> <li>▪ 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.</li> </ul> <p><b>We are Leaders</b></p> <ul style="list-style-type: none"> <li>▪ We lead through creative, inclusive and sustainable practices. We attract, develop and empower extraordinary people. We are agile in responding to challenges.</li> </ul> <p><b>We are Focused on Customers</b></p> <ul style="list-style-type: none"> <li>▪ We are empowered to engage with our community, and to deliver quality customer experience.</li> </ul> <p><b>We Deliver</b></p> <ul style="list-style-type: none"> <li>▪ 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.</li> </ul>
<p><b>Values and Behaviours</b></p>	<ul style="list-style-type: none"> <li>▪ Embrace and live the shared values of Bayside City Council: Respect Each Other, Own It, Work Together, Find Better Ways.</li> <li>▪ Reflect these values in how we do business and how we treat each other, our customers and our community members.</li> <li>▪ Work in a manner that reflects the agreed Team Behaviours.</li> </ul>
<p><b>Customer Service Commitments</b></p>	<p><b>Commit to being:</b></p> <ul style="list-style-type: none"> <li>▪ Easy to deal with</li> <li>▪ Empathetic</li> <li>▪ Effective</li> <li>▪ Trusted</li> </ul>
<p><b>Occupational Health and Safety</b></p>	<ul style="list-style-type: none"> <li>▪ Read and comply with all OHS policies and procedures in relation to your OHS roles and responsibilities</li> <li>▪ Immediately report all hazards and incidents, following the appropriate processes and using the online hazards and incidents form.</li> <li>▪ Work in a manner that will not endanger yourself or any other person.</li> <li>▪ Assist new employees in the use of proper work practices and procedures.</li> <li>▪ Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.</li> <li>▪ Not attempt any task unless you are capable and competent to carry out the task.</li> <li>▪ Participate in performance review process that incorporates OHS responsibilities</li> <li>▪ Participate in rehabilitation and return to work programs if required</li> </ul>

<p><b>Policies and Procedures</b></p>	<ul style="list-style-type: none"> <li>▪ Comply with Council policies, procedures and guidelines that relate to the position.</li> <li>▪ 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.</li> <li>▪ Comply with Council policies and procedures that govern how we conduct the business and administration of Council.</li> <li>▪ Where relevant, comply with Council policies and procedures that govern: <ul style="list-style-type: none"> <li>- how we procure goods, services and works; and</li> <li>- how we manage contracts and supplier relationships</li> </ul> </li> </ul>
<p><b>Corporate Responsibilities</b></p>	<ul style="list-style-type: none"> <li>▪ Protect Council's physical, financial and intellectual assets against damage, fraud or misuse. This includes identifying and reporting instances of damage, fraud or misuse.</li> </ul>
<p><b>Sustainability</b></p>	<ul style="list-style-type: none"> <li>▪ 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.</li> </ul>

For further information please contact:



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