

Position Description



Position Title:	Project manager infrastructure
Department:	Strategic development and infrastructure
Classification:	Non-EBA
Reports to:	Senior project manager infrastructure
Region:	Corporate
Primary Location:	Fawkner. You may be required to travel to other GMCT sites.
Employment type:	Three-year contract

ORGANISATIONAL OVERVIEW

At The Greater Metropolitan Cemeteries Trust we believe in caring for your loved ones with dignity and kindness. Our 18 cemeteries and memorial parks are maintained in perpetuity, giving you, your family and future generations' peace of mind.

Each year, we help more than 11,000 families – of all cultures and faiths – plan and prepare for funeral, cremation, interment and memorial services.

We are committed to maintaining these beautiful, restful and sustainable places to preserve and protect the memories and history they hold.

Vision

Lasting memories, peaceful places.

Mission

We provide the final care for your loved ones, with dignity and kindness. We respect all peoples, our heritage, our communities and the environment.

Values

Our values underpin all that we do at GMCT. They define how we conduct our business and how our employees approach their work. GMCT's values are:

- compassion
- respect
- sustainability
- integrity

POSITION OVERVIEW AND PURPOSE:

The project manager infrastructure (PMI) is responsible for all Inventory projects:

- Plan
- Procure
- Manage
- Deliver
- Monitor and control
- Drive and deliver commercial value for money

REPORTING LINE:

This position will report to:

- senior project manager infrastructure (SPMI).

This position has NIL direct reports.

KEY RESPONSIBILITIES:

The PMI is responsible for all inventory projects, including co-ordinating and overseeing all activities by contractors (and staff) engaged to undertake specific projects. The PMI must keep the SPMI informed on the progress of works, including any potential variations or delays.

KEY ACCOUNTABILITES

Provide Leadership:

- Provide strategic leadership and direction in the ongoing development of project management services for GMCT.
- Work with the SPMI and the senior management team to implement and uphold the GMCT vision, mission and values and the objectives incorporated within strategic, annual and business plans related to the delivery of projects.
- In consultation with SPMI, oversee the construction of ROI Inventory.
- In consultation with SPMI, develop annual business plans and objectives for work unit, consistent with organisational strategic directions and objectives.
- Promote, build and maintain good communication and working relationships within work units and across other GMCT departments.
- Adopt any activities recommended by SPMI that promote continuous improvement in the efficiency, effectiveness and appropriateness of services.

Build a Viable and Sustainable Organisation:

- Ensure all infrastructure work is undertaken in accordance with all OHS requirements.
- Assist the SPMI in developing specifications and tender documentation for project management provisions from external providers and where applicable other civil construction works.
- Support the SPMI in the delivery of the infrastructure program and other civil construction works.
- Provide accurate and timely advice and information to the SPMI on the progress of the infrastructure projects.

- Maintain accurate and up to date records of work undertaken in accordance with GMCT policies and procedure.
- Oversee induction of external contractors and ensure all contractors perform in accordance with their contracts and GMCT policies and procedure.
- Ensure that services delivered are effective, efficient, and client focused, and consistent with GMCT strategic objective.
- Participate in continuous improvement and assess all practices against environmental sustainability.
- Support the SPMIP in monitoring and evaluating achievement of productivity against negotiated targets and implement strategies to meet agreed targets.

Community, Clients and Stakeholders:

- Demonstrate a highly collaborative approach to building and maintaining productive working relationships with internal and external stakeholders.

External Stakeholders:

Contractors, visitors and all levels of government/government agencies.

Internal Stakeholders:

The chief executive officer, executive management group, leadership team and all indoor/outdoor staff.

- Effectively communicate with all internal and external stakeholders to the benefit of the organisation.

People and Workforce:

- Support the SPMI and senior management in identifying and resolving any risks or issues relating to infrastructure projects.
- Ensure that a healthy and safe working environment is provided to all staff and those OH&S policies and procedures are audited and results actioned within agreed timeframes.
- Participate in professional development and continuing education as is made available by GMCT.
- Ensure adherence to human resources and all other GMCT policies and procedures.
- Manage employee relations, ensuring that practices are consistent with GMCT values and relevant industrial awards and agreements.

Governance and Accountability:

- Ensure that all activities comply with relevant legislative obligations.
- Participate in the preparation and development of the annual budget for the operational unit, including the Capital Expenditure Budget.
- Regularly monitor, interpret, and evaluate financial output and outcome data.
- Prepare quotations, tenders and contracts relating to ROI construction and mason management activities.
- Oversee the performance of activities against KPIs in formalised contracts.

Occupational health and safety/risk management:

All employees, contractors and service providers are responsible for effective risk management including incident reporting, and ensuring that management is aware of risks associated with business operations.

All employees are required to:

- understand and adhere to GMCT's OH&S policy, risk management strategy, and other policies and procedures
- assist their manager in identification, development and maintenance of the health and safety improvement action plan
- develop agreed and measurable success measures to support the health and safety management action plan and health and safety management strategy
- assist their manager in the input of risks, hazards or environmental risks into the risk register database
- implement hazard management practices in their daily activities
- report any injury, illness, asset of financial loss, hazard and near miss incident to their manager/supervisor within 24 hours of detection in accordance with GMCT procedures
- comply with health and safety practices in accordance with the OH&S Regulations 2007, Victorian WorkCover Authority codes of practice and the GMCT Safety Management Plan 2014.

KEY SELECTION CRITERIA:

Qualifications

- Civil Engineering degree or relevant construction experience
- Postgraduate qualifications in a relevant discipline with extensive experience; or
- an equivalent level of expertise gained from a combination of experience, training or professional accreditation.

Knowledge and Skills

- Demonstrated ability to manage a complex and dynamic capital development program.
- Extensive knowledge and experience in understanding and advising on project management and best practice methodologies and principles.
- Outstanding skills in driving and facilitating complex transformation programs in collaboration with multiple internal and external stakeholders to meet and address current and emerging business needs to high quality standards, within defined timeframes and within budget constraints.
- Demonstrated skills in analysis and reporting.
- Exceptional relationship and communication skills, including the ability to provide authoritative advice and to manage relationships, influence and negotiate at senior levels.
- Extensive knowledge of and proven experience in strategic stakeholder engagement.
- Exceptional written communication and interpersonal skills, including demonstrated ability to prepare and deliver technical and business papers, reports and proposals for all levels of GMCT and particularly for the executive and trust.

- Knowledge and undertaking of GMCT organisational structure, evolving pedagogical and research methodologies is highly desirable.
- Demonstrated excellence in management and leading, motivating and developing a team of professionals for performance outcomes.

Experience

- Ability to effectively communicate at the executive level.
- High level of interpersonal and communication skills and demonstrated ability to apply these with internal and external stakeholders.
- Proven capacity in the project management.
- Demonstrated ability to undertake analysis, generate and report on information and provide recommendations.
- Decision Making; proven ability to work independently and to provide advice on a broad range of issues.
- Capacity to organise resources – human, physical - to optimise efficiencies in unit operations.
- Understanding of, and commitment to, OHS practices which ensure a safe and healthy working environment for staff and the public.
- Attention to detail which ensures accurate and up to date records are maintained.
- Ability to work well as part of a team.
- Ability to act autonomously and make decisions.

Technical

- Relevant experience in project management.
- Proficient in Microsoft Office suite of programs.
- Current driver's license.

Verification:

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

I have read and understood the requirements of this role:

Position holder:

<i>Signature</i>	<i>Print Name</i>	<i>Date</i>
-------------------------	--------------------------	--------------------

Manager:

<i>Signature</i>	<i>Print Name</i>	<i>Date</i>
-------------------------	--------------------------	--------------------