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| POSITION TITLE: | Project Manager - Building | CLASSIFICATION: | 6 |
| REPORTS TO: | Team Leader Recreational Projects | CONTRACT: | Permanent |
| DEPARTMENT: | City Projects | | |

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| OUR STRATEGIC CONTEXT | | |
|  | PURPOSE | Our organisation is accountable, sustainable and delivering effective services to our community. |
| VISION | Our community is a safe, inclusive and creative city that celebrates and embraces its vibrancy of cultures. |
|  | VALUES | Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability. |
|  | COUNCIL PLAN | A thriving and unique place; an inclusive and healthy community; and a people-centred and future ready city. |

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| HOW YOUR ROLE CONTRIBUTES |
| The Building Projects Manager plays a vital role in the City of Stonnington by overseeing property improvement and redevelopment works in collaboration with Council staff, consultants, and contractors. They ensure alignment with strategic objectives, drive operational efficiency by optimising procurement and project delivery, engage with stakeholders to build strong partnerships, and foster a culture of continuous improvement that embraces collaboration, adaptability, innovation, and clear communication. |

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| RESPONSIBILITIES | KEY OUTCOMES |
| Manage projects with accountability | * Manage building/property improvement and redevelopment works, in collaboration with Council staff, consultants and contractors. * Procure consultants and contractors in accordance with Council’s procurement policy |
| Use sound judgement and communication in a timely manner | * Monitor and report on all projects against timelines, budgets and other Council objectives * Deal with project related correspondence and public enquires in a prompt and efficient manner |
| Utilise specialist skills and knowledge | * Ensure building/property improvement and redevelopment works are provided in a timely, professional and cost-effective manner, having regard to relevant legislation and standards determined by Council * Attend and convene meetings with stakeholders to review and report on progress |

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| KEY WORKING RELATIONSHIPS | | |
|  | Direct reports: | None |
| Internal: | All internal employees |
| External: | Contractors and external stakeholders |
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| REQUIRED SKILLS AND COMPETENCIES | |
| Accountability and extent of authority | * Capability to offer expert advice or regulate client actions in accordance with established policies, involving understanding and interpreting policies,and providing clear guidance to clients, ensuring compliance and accuracy with decisions subject to appeal or review by senior employees. |
| Judgement and decision making | * High level of competence in addressing complex or technical issues that demand innovative and effective solutions by identifying root causes of problems, brainstorming potential solutions, evaluating their feasibility, and implementing the most effective ones through creative thinking and technical knowledge. |
| Specialist knowledge and skills | * Highly developed knowledge in building design, construction and project management * Demonstrated experience and technical skills in the application of contemporary construction techniques * Working knowledge of Building Codes and Practices, OH&S Legislation and Heritage Conservation requirements. |
| Interpersonal skills | * Demonstrated ability to work a team environment and positively contribute to the team. * Excellent negotiation skills to obtain cooperation from the community, Councillors, stakeholder groups, contractors and consultants to achieve Councils construction services objectives; |
| Qualifications and experience | * A tertiary qualification in Building, Architecture, Engineering or Construction Management and more than three years’ experience in the management of building projects, or a lesser formal qualification in a related discipline with extensive experience in the management of building projects |

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| WHAT WE ARE ALL RESPONSIBLE FOR | |
| Workplace Health, Safety and Wellbeing: | We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk. |
| Diversity, Equity and Inclusion: | We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic. |
| Code of Conduct: | We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct. |
| Service Promises: | We Empathise | We are Responsive | We are Transparent | We are Consistent | We Follow Through |
| Safeguarding Children and Young People: | We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers and Councillors have a legal and moral obligation to keep children safe and promote their best interests. |
| Sustainability: | We’re committed to a sustainable Stonnington, working together with our community to create a healthy future for us all. |

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| Review date: | 07/03/2025 |