

Kingborough Council Information Package for Applicants



Position: Project Manager Capital Works, Position Number 000592

Employment Status: Ongoing, Full Time

Department: Engineering Services Department

Applications Close: Friday, 4 December 2020



KINGBOROUGH COUNCIL
www.kingborough.tas.gov.au

Our Municipality

Kingborough is situated 10 km south of Hobart, the capital city of the state of Tasmania, Australia. Kingborough has one of the longest stretches of coastline in the State (336 kilometres) and covers a total area of 717 square kilometres. The population is approximately 37,000 and the main towns are Taroona, Kingston, Blackmans Bay, Margate, Snug, Kettering, Woodbridge and Middleton. The Municipality also includes Bruny Island which lies just off the coast and can be reached by vehicular ferry from Kettering.

Kingston is the major commercial, retail and administrative centre for the Municipality. Local industries include fish processing, aquaculture, tourism, viticulture, boat building, civil engineering as well as the Australian headquarters for Antarctic Research, the Antarctic Division.

Kingborough is essentially residential in nature and has one of the highest growth rates in the State. The rate of population growth in the last five years was 5.8%, or 1.2% per annum. The localities with the greatest population growth rates are Kingston, Blackmans Bay, Margate and Snug. By 2022, Kingborough's population is likely to be about 41,000.

Kingborough Council operates from the Civic Centre at 15 Channel Highway, Kingston. It also has a Service Centre at Alonnah on Bruny Island and a Works Depot at Kingston. The municipality comprises over 16,000 rateable properties and the Council has an estimated consolidated income of approximately \$35M.

Council employs around 220 staff in managing and delivering a wide range of services including planning and development, infrastructure services and community services. Facilities managed by the Council include a multi-complex sports centre as well as an extensive network of sporting grounds, local halls and community centres.

Position Advertisement

Project Manager Capital Works

Council is seeking applications for the position of Project Manager, Capital Works. The position is responsible for the project management of Council's tendering, contract management, construction and financial management of its capital works projects.

You will require tertiary qualifications in civil engineering and demonstrated experience in general civil and road construction engineering works, contract management and tendering processes.

Further details: The position is offered on an ongoing full-time basis, with a salary in the range of \$88,628 to \$100,456 per annum, plus 12.5% employer superannuation and a 19-day month. For more information, please contact Craig Reid, Senior Manager Capital Works on 03 6211 8200.

How to apply: A copy of the position description for this vacancy and information detailing requirements for applications are available on Council's website www.kingborough.tas.gov.au. All applications must include a document addressing the selection criteria and a current resume.

Applications close at **4pm on Friday, 4 December 2020** and can be submitted online through the Employment Portal on Council's website.

Key Selection Criteria

Project Manager Capital Works

Please address these selection criteria in your application

Essential

1. Tertiary qualifications suitable for admittance as an Associate Member of Engineers Australia and demonstrated experience in general civil and road-construction engineering works.
2. Sound knowledge and experience in managing civil works contracts of various styles and complexity and familiarity with best practice contract administration processes.
3. Knowledge of engineering standards and practices and an ability to read and interpret complex engineering drawings.
4. Proven ability to work in a team environment and to work independently as required.
5. Sound conceptual and analytical skills.
6. Proficient skills in the use of Microsoft Office products and the use of GIS systems.
7. Sound knowledge of work health and safety and related work practices relevant to a civil construction environment.

Licences

1. Current driver's licence.
2. White Card – Working Safely in the Construction Industry
3. Confined spaces accreditation or the ability to acquire this accreditation.
4. Traffic Management accreditation or the ability to acquire this accreditation.

Desirable

1. Basic knowledge in the use of engineering software.
2. Experience working in a technical environment and the ability to provide technical or detailed advice.
3. Experience in project managing the construction of building infrastructure, including knowledge of the various building standards and understanding of the design criteria associated with the construction.

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4. Experience and knowledge of Local Government infrastructure.

Position Description

Project Manager Capital Works

POSITION DETAILS

Position No.	000592	Department	Engineering Services
Employment Status	Ongoing Full-time	Location	Civic Centre
Unit	Projects	Classification	Professional Engineer, Level 3

POSITION OBJECTIVE

The position is responsible for providing:

- Technical expertise and support to the Senior Project Manager Capital Works in the management and achievement of capital construction projects and the capital works program.
- Support and coordination for the Engineering Services Department in matters relating to the tendering, contract management, construction and the financial management of Council's capital works projects to ensure that infrastructure meets the Council's and community needs and complies with applicable standards.
- Expertise in the management of Council's roads, stormwater and building assets through the provision of design guidance, project management and involvement in strategic projects to improve Council's knowledge of the road and stormwater infrastructure.

KEY FUNCTIONS AND RESPONSIBILITIES

1. Responsible for the delivery of capital construction projects provided by either Council or by external contractors.
2. Ensure that projects are finalised in a comprehensive manner with the timely provision of appropriate plans and data for asset management purposes, and that the financials and cost variations are approved, reconciled and reported upon.

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3. Assist other professional engineering staff in ensuring that the forward planning, design and estimation of capital works projects are appropriate and accurate so as to meet the needs of the 5-year Capital Works Program.
 4. Prepare briefs and support the Engineering Design Unit on technical aspects relating to the design and construction of infrastructure.
 5. Support other areas of Council in providing advice on design and delivering the construction of infrastructure.
 6. Undertake responsibility for the preparation, advertising, letting and supervision of contracts to ensure that work is achieved in accordance with the relevant Australian Standards, project specification; scheduled timeframes; and on budget.
 7. Provide recommendations for contract variations and arranging the payment of claims for payments.
 8. Ensure that appropriate risk management measures and workplace safety standards are adopted and implemented on all works relating to the responsibilities of this position.
 9. Provide advice and information to residents and property owners in relation to current and proposed capital works projects.
 10. Coordinate the provision of 'as constructed' drawings and project financial reconciliations within agreed timeframes of practical completion.
 11. Undertake other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.

Work Health and Safety: To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Authority and accountability: Employees at this level are professionally autonomous and undertake work that is novel, complex or critical under general guidance. They may be responsible for the supervision and mentoring of less experienced engineering or technical officers.

Judgment and problem solving: Employees at this level operate at an experienced level in delivering specialist work which requires extensive knowledge and a high level of skill. The position requires the capacity to work independently and without direct supervision.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Internal** - This position reports directly to the Senior Project Manager Capital Works and works closely with colleagues from the Engineering Services and Works Department.
2. **External** – This position liaises with contractors, local residents, consultants, and service and approval authorities.
3. **Direct Reports** - This position has no direct internal reports.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

1. Tertiary qualifications suitable for admittance as an Associate Member of Engineers Australia and demonstrated experience in general civil and road-construction engineering works.
2. Sound knowledge and experience in managing civil works contracts of various styles and complexity and familiarity with contract administration processes.
3. Demonstrated knowledge of engineering standards and practices and an ability to read and interpret complex engineering drawings.
4. Demonstrated initiative and the ability to solve problems of a complex nature.
5. Competent time management, planning and organisational skills.
6. Competent negotiation and interpersonal skills and the ability to liaise and negotiate with a range of stakeholders including consultants, contractors, service providers and community members.
7. Proficient skills in the use of Microsoft Office products and the use of Geographic Information systems.
8. Sound knowledge of work health and safety and related work practices relevant to a civil construction environment.

Licences

1. Current drivers' licence.
2. White Card – Working Safely in the Construction Industry.
3. Confined spaces accreditation.

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4. Traffic Management accreditation.

Desirable

1. Basic knowledge in the use of engineering software.
2. Experience working in a technical environment and the ability to provide technical or detailed advice.
3. Experience in project managing the construction of building infrastructure, including knowledge of the various building standards and understanding of the design criteria associated with the construction.
4. Experience and knowledge of Local Government infrastructure.

Final Checklist for Applicants

Before sending in your application, use this checklist to make sure you have not missed out on important details. In particular, check that you have:

- Read the Position Description and the Selection Criteria Statement.
- Included relevant information in relation to each of the Selection Criteria and attached supporting relevant documents.
- Your summary should provide information of your work history, responsibilities, achievements, qualifications, knowledge, skills and experience which is directly related to each of the selection criteria.

You need to forward your application to the address specified below by the closing date detailed in the advertisement. Please ensure that your application includes:

- A brief letter of introduction stating the reasons why you are seeking the position with the Council.
- A summary addressing each of the Selection Criteria.
- A current copy of your resume.
- Please note that a National Police check will be required for this position.

How to apply:

- Your application should be addressed “**Confidential Job Application – Project Manager Capital Works, Position Number 000592**” and submitted online through the Employment Portal on Council’s website at www.kingborough.tas.gov.au.
- Thank you for your interest in employment with the Kingborough Council. **Applications close at 4pm on Friday 4 December 2020.**

Employee Entitlements and Benefits

Code of Conduct	The Kingborough Council has a 'Code of Conduct' which outlines the workplace behaviours that are fundamental to our workplace culture. A copy of the Code is available on Council's website, https://www.kingborough.tas.gov.au/wp-content/uploads/2019/08/Employee-Code-of-Conduct-Policy-2018.pdf
Employment Provisions	The employment provisions for this position are in accordance with the <i>Kingborough Council Enterprise Agreement No 9 of 2017</i> or its successor Agreement. A copy of the Agreement is available on the Fair Work Commission website, www.fwc.gov.au
Classification and Salary:	This position is classified under the Enterprise Agreement as Professional Engineer Level 3.
Hours of Work:	The position is offered on a full-time basis (38 ordinary hours per week). A rostered day off on a 19 day per four-week cycle arrangement is also offered.
Superannuation	Council meets the requirements of the <i>Superannuation Guarantee Act</i> and currently contributes 12.5% as the employer superannuation contribution.
Leave	Full Employees are entitled to four weeks annual leave and pro-rata for part-time employees. Full time employees are entitled to ten days personal/carer's leave (and pro-rata for part-time employees). Thirteen (13) weeks long service leave is available after 10 years' service

and the period of service is transferable between Tasmanian Councils.

Our employees may also purchase an additional two week's annual leave.

Paid parental leave entitlements are available – 12 weeks for the primary care giver and two weeks for the non-primary carer giver after 12 months service.

Paid leave is also available for employees involved in voluntary emergency services and for staff experiencing family violence.

Health and Wellbeing

Council supports and encourages an active and healthy work environment and offers a workplace health and well being program. The program includes staff discounts at the Kingborough Fitness Centre, free flu vaccinations, ergonomic assessments, health and well-being presentations, as well as a focus on mental health awareness and support.

Council also provides an Employee Assistance Program which offers confidential and free counselling services for employees.

Relocation Costs

Council may offer relocation reimbursement to employees who are moving from interstate to take up a position with Council.

Uniform and PPE

Council supplies personal protective equipment and uniform items to operational employees, as well as those employees working in inspectorial positions.

An annual uniform allowance for the purchase of the NNT uniforms local government range is also available to office-based staff. Information

Other Employee Benefits

is available at <https://www.nnt.com.au/local-government>

Our employees have access to **discounted health insurance** options through St Luke's Health and the Local Government Employees Health Plan.

Council employees can arrange for a **novated lease for a personal vehicle** through Maxxia.

LGAT Assist also provide **low interest loans** to Local Government employees who are employed on an ongoing (permanent) basis.

Work Health and Safety

Work Health and Safety is an important element of our work culture. Council takes workplace safety seriously and has implemented policies and practices to support the *Work Health and Safety Act 2012*, Regulations and Codes of Practice. Council conducts compulsory random alcohol and other drugs testing to ensure all staff are fit for work.

Induction

All employees undertake an induction as part of the probation period, which is tailored to the work environment and position.

HR information

For any general enquiries about Council's HR or recruitment procedures, please contact the Organisational Development team on recruitment@kingborough.tas.gov.au or (03) 6211 8200.