

Team work

We are a united team who works together towards a common goal.

Integrity

We are empowered and accountable when making decisions.

Excellence

We are committed to an exceptional customer experience.

Leadership

We are adaptable and responsive in our leadership.

Respect

We are respectful of our history and work together to build our future.

Client-Side Project Manager

Our vision

Together, towards an even better lifestyle.

1. Position details

Directorate:	Executive	Level: 8 to 9
Reports to:	Manager Special Projects	
Supervision of:	Nil	
Significant Working Relationships:	Executive Leadership Team Community, business and agency stakeholders Key internal stakeholders	

2. Position summary

Oversee the delivery of major projects and directly engage with stakeholders, consultants and contractors to ensure that deliverables are aligned with Shire's needs, defined scope and budget.

3. Community strategic objectives



4. Our values

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5. Key duties and responsibilities

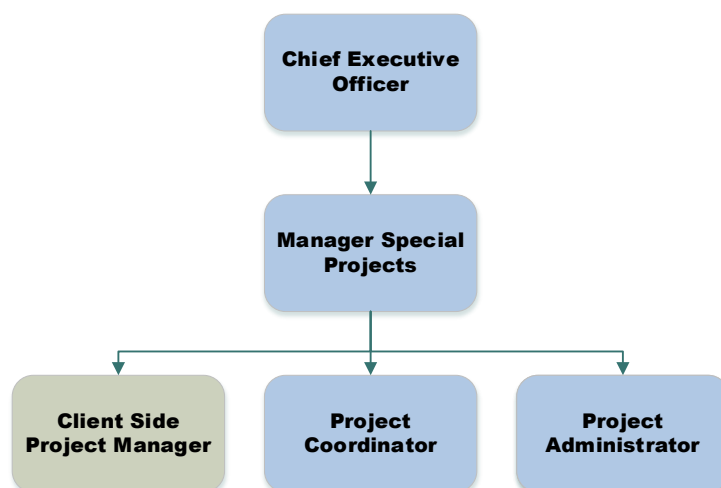
Key functions	Specific duties
Project management	<ul style="list-style-type: none">• Ensure projects are delivered on-time, within scope and within budget.• Ensure resource availability and allocation for project execution.• Assist in defining project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility.• Develop a detailed project plan to monitor and track progress.• Effectively handle modifications to project scope, schedule and costs by using suitable verification techniques.• Assist in project risk identification and classification to support proactive risk management culture and informed decision-making throughout the project lifecycle.• Facilitate communication between consultants and internal stakeholders, and maintain a positive, professional relationship with consultants. Validate that consultants' outputs meet client standards and contractual obligations.• Monitor consultant performance and identify potential risks, delays or early warnings.• Provide regular project status updates to management and promptly escalate any issues that arise.• Oversee and maintain positive relationships with clients and all project stakeholders.• Review Project Deliverables against scope and contracts.• Prepare final documentation and implement client handover procedures.• Prepare client feedback and collect data for performance review and reporting.

Project administration	<ul style="list-style-type: none"> • Develop and maintain thorough, complete and accurate documentation for the project. • Conduct meetings with clients to gather precise project requirements and clarify specific needs. • Monitor project performance to assess the achievement of short and long-term goals. • Ensure adherence to budgetary objectives and make necessary adjustments to project constraints based on financial analysis. • Create detailed project progress reports that can be shared with clients, project control groups, funding partners and internal staff members.
Financial administration	<ul style="list-style-type: none"> • Monitor financial performance of contracted works to ensure alignment with project feasibility. • Update project financial reports as required. • Provide updates on project forecasting (revenue and costs). • Raise requisitions, purchase orders and process invoices for progress payments as required.
Other	<ul style="list-style-type: none"> • Reasonable duties commensurate with classification level. • National Crime Check. • Current "C" Class Drivers Licence.
Organisational	<ul style="list-style-type: none"> • Work in accordance with the Shire's Work Health and Safety and risk management principles. • Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles. • Create and capture records of work activities in line with policies and procedures. • Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development and participate in annual performance appraisal. • Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time. • Contribute to the attainment and development of strategic plan outcomes, strategies and actions.

6. Extent of authority

Position operates under the general direction of the Manager Special Projects within established guidelines, procedures and policies of Council.

7. Your team



8. Position selection criteria

Essential

1. Tertiary qualification/s in project management and/or a related discipline.
2. Demonstrated prior experience in Client-Side Project Management.
3. Extensive knowledge and experience of project management frameworks and systems.
4. Demonstrate strong judgement skills to establish goals and priorities and operate independently with minimal guidance.
5. Excellent communication and collaboration skills, with the ability to establish rapport and work closely with different levels of management, and internal and external stakeholders.
6. Highly developed written and verbal communication skills.
7. High level of computer literacy, with the ability to develop and maintain word documents, spreadsheets, and use of online applications.

Desirable

1. Previous experience in a local government environment.
2. Proficiency in project management delivery software.
3. Demonstrate a strong ability to critically evaluate and challenge assumptions and use logical reasoning to assess the validity and reliability of assumptions.
4. Maintain an open-minded approach when considering alternative perspectives and solutions.