



## CITY OF ALBANY POSITION DESCRIPTION PROJECT MANAGER - INFRASTRUCTURE

### 1. CITY OF ALBANY VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

- **Focused:** on community outcomes - This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.
- **United:** by working and learning together - This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.
- **Accountable:** for our actions - This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.
- **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

### 2. POSITION IDENTIFICATION

<b>TITLE:</b> Project Manager - Infrastructure	Executive Director Infrastructure, Development & Environment
<b>LEVEL:</b> Level 8 City of Albany Industrial Agreement 2023	
<b>DIRECTORATE:</b> Infrastructure, Development & Environment	Manager Engineering & Assets
<b>REPORTS TO:</b> Manager Engineering & Assets <b>RESPONSIBLE FOR:</b> Nil	Project Manager - Infrastructure

### 3. POSITION OBJECTIVE

This position will play a pivotal role in the coordination and delivery of the below transformative projects;

1. **Albany Regional Airport Upgrades** – Rejuvenation of the airport runway and potential terminal enhancements, ensuring Albany Airport remains well connected and positioned for future growth.

2. **McAlpine Rise Subdivision** – Creation of an 80-lot subdivision, providing affordable entry into the property market and strengthening the Albany community.

#### **4. KEY RESPONSIBILITIES**

##### **Collaboration / Teamwork**

- Provide, lead and develop internal planning and project management services, including mentoring and supervising staff where required.
- Manage, coordinate and administer complex projects, contracts, and deliverables from inception to completion and handover.
- Set priorities, schedule projects, and monitor workflows to ensure alignment with the City's strategic plan and priorities.
- Engage and collaborate effectively with stakeholders including internal teams, community groups, government agencies, private sector partners, and elected officials.
- Act as Principal's / Client Representative for projects.
- Communicate information clearly to stakeholders and foster a collaborative environment that enhances the City's reputation and supports economic and business development.

##### **Legislative / Compliance**

- Ensure compliance with all relevant building codes, planning regulations, standards, policies and procedures.
- Maintain accurate documentation and record management in accordance with the City's compliance standards.

##### **Financial / Procurement**

- Plan, lead and manage project budgets, acquittals, financial reporting, and cost controls.
- Secure and manage funding, grants, and other financial resources.
- Prepare and monitor departmental budgets in collaboration with the Team Leader.
- Plan, coordinate, and administer expenditure, income, procurement, tendering processes, contract administration, and management in accordance with legislation.

##### **General / Administrative**

- Manage schedules (e.g., Gantt charts), costs, risks, and quality for complex projects.
- Prepare documentation packages for procurement and implementation.
- Coordinate and produce feasibility studies, reports, and recommendations on project progress, risk management, and technical suitability of design documentation.
- Apply lessons learnt and promote continuous improvement through best practice methodologies, data analysis, performance metrics, and project evaluation.
- Assist in the preparation of grant funding applications.

- Lead meetings, prepare written reports / minutes, and participate in working groups reviewing policies and strategic projects.
- Administer relevant management programmes, codes, policies, and systems.
- Maintain a safe work environment in accordance with OHS legislation and Council policies.

### **Interpersonal Skills / Customer Service**

- Facilitate and coordinate community engagement processes including presentations, media and communication.
- Exercise a high level of interpersonal and negotiation skills in dealing with stakeholders, the public, and other organisations.
- Provide advice and technical support on matters related to design documentation and project delivery.
- Demonstrate integrity, ethical practice, transparency, and accountability in all dealings.
- Anticipate issues, develop solutions, and adapt to changing circumstances, policies, and community needs.
- Manage conflict, build productive relationships, and make informed decisions aligned with organisational priorities.
- Maintain professional development, accreditations, and training, while supporting continuous learning within the team.
- Lead working groups to review City policies and strategic projects.

### **Workplace Health and Safety**

- Maintain safe work practices in line with Work Health and Safety legislation and City policies.
- Take reasonable care for own health and safety and that of others, implementing risk controls where possible.
- Monitor and rectify unsafe practices, report hazards, injuries, illnesses, and near misses.
- Provide appropriate instruction, information, training and supervision to ensure safe work practices.
- Facilitate and encourage team feedback on WHS issues.

## **5. REQUIREMENTS OF THE JOB**

### **Skills**

- Project management skills with the ability to effectively develop, coordinate and manage project constraints (scope, time, costs, budget, quality, risks) to deliver quality outcomes.
- Solid communication and interpersonal skills, with the ability to communicate effectively (verbally and in writing) with diverse audiences including the community, consultants, contractors, and elected officials.

- Strong written skills for preparing high-quality reports, presentations, feasibility studies, and recommendations.
- High level of computer literacy, including MS Office, Adobe Suite, Microsoft Project, and other project management software from feasibility through to delivery.
- Strong conceptual and analytical skills to assess technical aspects of work, review design documentation, and ensure quality standards are met.
- Ability to identify, analyse and address problems using sound judgment, technical expertise, and effective communication.
- Strong financial management skills, including preparing and monitoring budgets, cost estimates, financial reporting, and managing project performance measures.
- Demonstrated knowledge and practical application of procurement policies, contract administration, and legislative requirements relevant to Local Government.
- Ability to align (and maintain) projects with strategic goals and community needs, incorporating community feedback into project design and delivery.
- Strong organisational and research skills, including long-term planning and milestone setting.
- Ability to work autonomously and collaboratively within a team environment.
- Commitment to continuous improvement, quality management, and lessons learnt application.

### **Desirable Knowledge**

- Strong understanding of project management principles, methodologies, and best practice.
- Knowledge of procurement policies and procedures as they relate to Local Government.
- Knowledge of Council's policies, statutory requirements, and relevant standards and regulations.

### **Desirable Experience and Qualifications**

- Degree-level qualification in project management, engineering, or a related discipline (or extensive equivalent experience), with relevant professional association registration.
- Extensive experience in managing and administering multiple complex projects with diverse stakeholders.
- Demonstrated experience of successful project delivery across all phases — from feasibility, design and procurement to contract administration, commissioning, and handover.
- Demonstrated experience in community and stakeholder consultation, engagement, and facilitation.
- Experience in project administration and financial management, including securing and managing grants and funding.
- Experience in the local government or public sector.

### **Other Requirements**

- 'C' class driver's licence.

- National Police Clearance.

## 6. **CERTIFICATION**

As the occupant of this position, I have noted and agreed to the values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
(Please print)

DATE: \_\_\_\_\_

WITNESS NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
(Manager or above) (Please print)

DATE: \_\_\_\_\_