



## Position Description

<b>Position title</b>	Project Manager / Construction Management Supervisor	
<b>Position number</b>	AW108	
<b>Department</b>	Infrastructure Services	
<b>Stream (Work Area)</b>	Infrastructure Delivery South District	
<b>Level</b>	6 (GCCC EBA)	
<b>Organisational relationships</b>	<b>Reports to:</b>	The Manager Program Delivery South and/or the Manager Program & Emergent Delivery South. The position also report to the Superintendent when carrying out Construction Management Supervisor (Superintendent's Representative) duties.
	<b>Direct Reports:</b>	NIL
	<b>Internal Liaison</b>	Project Managers, Construction Management Supervisors, Planning Officers, Asset Management Officers, Procurement Officers, Stakeholder Services Officers and Operation & Maintenance Officers.
	<b>External Liaison:</b>	Participating Councils, Professional Service Providers, Construction Contractors, State Government Entities, Water Service Providers.

### Position Objective

The purpose of the position is to assist the Senior Manager Program Delivery South with the successful (with respect to time, budget and quality) delivery of the Capital Works Program. The position is accountable to Allconnex Water through the relevant Manager for the efficient and effective completion of the functions under the position in accordance with the relevant guidelines and legislation in order to achieve objectives as set down by Allconnex Water policies and strategies.

The position has a dual role as either Project Manager or Construction Management Supervisor. The tasks required to be performed by the position will be assigned depending on the relevant skills of the successful applicant and the business needs of the organisation.

## **Our Mission**

Allconnex Water values their people greatly. We will work tirelessly to meet our shareholder's expectations to become Australia's best water business. We will achieve or exceed all of our commitments to keep the trust of our stakeholders. We constantly challenge ourselves. We never shrink from asking what if ....?

## **Our Values**

### **We respect our heritage**

We have been created as a single entity from three proud and successful water businesses. We build on our successes, learn from our mistakes, and create a better future. We value our past.

### **A commitment to safety and the environment**

We are deeply concerned with achieving our environmental obligations, which form an overarching commitment to the way we operate. Similarly, we are committed to a deep and abiding responsibility for each other's safety. Nothing is more important than this commitment.

### **We are focused on customers**

We differentiate ourselves by maintaining an unrelenting focus on our customers. This is a matter of great importance to us.

### **We value our people**

We believe that great outcomes can only be achieved by working together in an environment of excellence, personal responsibility and recognition. Our people are both our opportunity and our strength. We value each other highly.

### **Our promise to shareholders**

We understand the importance of delivering on each promise we make to our shareholders. We fully understand that our achievements are part of their wider objectives. If we fail, then they may fail. We do not take this obligation lightly.

### **Our promise to stakeholders**

We want our stakeholders to trust us. This trust is only earned if we do what we say we will do. We promise to engage and consult. We promise to follow through. We promise to always act ethically and within the law. We strive to exceed expectations.

### **We challenge ourselves**

We are open, honest and respectful of each other. We act with a sense of urgency. We have the courage to make the hardest decisions. We own our decisions. We are building Australia's most admired water business.

### **We ask "What if...?"**

We always look for better ways. We challenge the accepted and conventional, and do not accept the ordinary. We work for a better future.

### **If we fail**

We identify, communicate and manage risk. We prepare for unexpected events. If we fail, we recover gracefully.

## Corporate Responsibilities

- Compliance with Allconnex Water's Code of Conduct, policies and procedures.
- Agreement that other employment or contract will not be undertaken which may represent a conflict of interest with Allconnex Water activities or have a detrimental affect on the performance of the employee.
- Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.
- Conduct all business transactions in an ethical, friendly, efficient and professional manner.
- Provision of quality customer service.
- Ensure all corporate information is captured within Allconnex Water's business systems adhering to recordkeeping policies and procedures.

## **Health & Safety Responsibilities:**

### ***As an Employee;***

- Comply with all workplace health and safety statutes, regulations, prescribed procedures, in particular the Queensland Workplace Health & Safety Act 1995. Commitment to safe work practices instructions and rules. Use appropriate protective clothing and equipment. Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- Adhere to all training instructions and standard work procedures.
- Ensure that any incidents, accidents or near-misses are reported to your supervisor or Manager.
- Use machinery and equipment (including personal protective equipment-PPE) only in accordance with the procedures and training provided to you.
- Be familiar with evacuation and emergency procedures and the location of first aid and fire equipment.
- Be responsible for and considerate of your own health and safety and that of others in the work place.

### ***If in a Management or Supervisory role;***

- Set an example for fellow employees to follow by implementing the ideas of workplace health and safety in your department.
- Control the operation of your department by developing safe work procedures and setting guidelines.
- Discuss the safety aspects of all operations with your employees and the importance of workplace health and safety.
- Ensure that safety is included in all employee departmental inductions and job training sessions.
- Ensure that every employee required to undertake any task has adequate job training and safety instructions given and recorded and that standard work procedures are adhered to.
- Investigate all incidents to determine causes and what corrective action is required to prevent recurrence. Complete the Incident Report Form.
- Instruct employees in the safe use of personal protective equipment issued.
- Ensure that first aid locations, fire protection equipment, evacuation procedure and other emergency procedures are made known to all team members under your control.
- Ensure all equipment tests and inspections are complied with as required by law.

## **Position-Specific Key Responsibilities**

### ***As a Project Manager***

- Be the single point of accountability for the successful project delivery and handover to the nominated Client's satisfaction within Allconnex Water;
- Responsible for the achievements of project objectives to the Client's satisfaction within the constraints of time, cost and quality;
- Responsible for the provision of project leadership and management of multi-disciplinary work groups;
- Responsible for the development and management of project scope and objectives consistent with organizational objectives and stakeholder needs;
- Responsible for project management in accordance with Allconnex Water's project management methodology (currently QP22) and generally in accordance with the nine key areas of project management as identified in PMBOK (Project Management Body of Knowledge);
- Responsible for the management of the following:
  - Tender preparation and assessment process including tender analysis documentation;
  - Project commissioning and handover process;
  - Project performance monitoring and control;
  - Implementation of innovative and sometimes complex work practices in order to meet the required project objectives;
  - Project status reporting including forecasting completion costs and timelines;
  - Prepare Allconnex Water Business Cases as and where necessary.

### ***As a Construction Management Supervisor***

- Participate in the review process, prior to tendering, by provision of expert input into the project design and documentation;
- Responsible for the contract supervision process including correspondence, record keeping, reporting functions, contract program time and cost control, monitoring of site safety, coordination of multiple contracts on a project/s, commissioning and handover coordination and liaison with all stakeholders;
- Responsible for the formal contract administration process with appointment by the Allconnex Superintendent (South District) involving delegated duties as Inspector, Clerk of Works, Superintendent's Representative or similar positions in the Independent Office of the Superintendent required under particular contracts;
- Undertake audit duties on contributed assets including commissioning and handover;
- Assist the Project Manager with the effective and timely control, reporting and management of the project.

## General Accountabilities

- Responsible for ensuring that the provisions of all legislation, regulations, agreements and policies applicable to the allocated duties are met in an efficient and effective manner and in particular the following:
  - Legislative requirements including environmental and safety legislation in concert with the applicable Allconnex Water policies;
  - Human resource policies, Industrial Awards and workplace agreements;
  - Allconnex Water (currently South District) water quality and environmental management systems ISO9000, ISO14000 and HACCP procedures.

## Key Result Areas (KRA's)

### As a Project Manager

Key Result Areas	Performance Measures
<ul style="list-style-type: none"> <li>• Be a single point of accountability for successful project delivery within the constraints of time, cost and quality.</li> </ul>	<ul style="list-style-type: none"> <li>• Achieve project objectives including delivery and handover to the nominated Client's satisfaction within Allconnex Water.</li> </ul>
<ul style="list-style-type: none"> <li>• Provision of project leadership and management of multi-disciplinary work groups including the development and management of project scope and organizational objectives and stakeholder needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Successful, efficient and effective consultation and coordination with all stakeholders.</li> </ul>
<ul style="list-style-type: none"> <li>• Project management in accordance with Allconnex Water's South District project management methodology (currently QP22)</li> </ul>	<ul style="list-style-type: none"> <li>• Accurate, consistent and successful project planning, monitoring, controlling and reporting.</li> </ul>
<ul style="list-style-type: none"> <li>• Provision of project performance monitoring, control and status reporting including forecast expenditures and timelines.</li> </ul>	<ul style="list-style-type: none"> <li>• Accurate status reporting including consistent and accurate updating of Project Office software.</li> </ul>

### As a Construction Management Supervisor

Key Result Areas	Performance Measures
<ul style="list-style-type: none"> <li>Participation in the review process prior to and during the tendering process.</li> </ul>	<ul style="list-style-type: none"> <li>Quality of designs and contract documentation to meet practical and cost effective constructability.</li> </ul>
<ul style="list-style-type: none"> <li>Contract supervision and formal contract administration of multiple contracts on a project or projects.</li> </ul>	<ul style="list-style-type: none"> <li>Successful contract delivery and handover to the nominated Client's satisfaction within Allconnex Water;</li> <li>Effective discharge of the duties of the Superintendent;</li> <li>Effective administration of contractors and contract deliverables to the nominated Client's satisfaction within the constraints of time, cost, quality and safety;</li> <li>Regular and prompt reporting to the Project Manager on contract issues that may affect the projects program, budget and quality.</li> </ul>

### General Accountabilities

Key Result Areas	Performance Measures
<ul style="list-style-type: none"> <li>Responsible for ensuring that the provisions of all legislation, regulations, agreements and policies applicable to the allocated duties are met in an efficient and effective manner.</li> </ul>	<ul style="list-style-type: none"> <li>Timely, efficient and accurate interpretation and actions associated with state, local government, Allconnex Water legislation, policy and procedures.</li> </ul>

### Delegated Authority and Accountability

As detailed in Allconnex Water's Delegation of Authority Register.

## Selection Criteria

<b>Essential: Qualifications/Experience</b>	<b>Desirable: Skills &amp; Abilities</b>
<ol style="list-style-type: none"><li>1. Demonstrated first-hand experience with the project management of projects with the ability to coordinate and manage projects and resources effectively to achieve work goals to meet planned targets, deadlines and commitments;</li><li>2. Demonstrated first-hand experience with the supervision and administration of contracts;</li><li>3. Experience and design/constructability knowledge in more than one relevant engineering discipline, involving water and wastewater infrastructure delivery;</li><li>4. Technical/Engineering qualifications from a tertiary institution or a combination of experience, expertise and competence sufficient to perform the duties of the position to the relevant Manager's satisfaction;</li><li>5. Detailed knowledge and experience in the application of relevant statutory requirements including the Workplace Health and Safety Act and familiarity with local and state government policies, standards and procedures for infrastructure delivery;</li><li>6. Excellent and highly developed written and verbal communication skills in combination with proven time management, and interpersonal skills (including mediation, negotiation, team building, partnering, conflict resolution, assertiveness principals).</li><li>7. A current Queensland drivers license.</li></ol>	<ol style="list-style-type: none"><li>1. Demonstrated effective analytical, problem solving and investigative skills with the ability to contribute to the development of new techniques and methodologies, operational policies, practices and guidelines relevant to the role.</li></ol>

## Position Description Authorisation

This position description is subject to change from time to time as Allconnex Water's organisation may be developed or restructured. Any such re-organisation of duties shall be the subject of discussion with the position incumbent.

## Approval & Modification History

Date	Version	Modification	Author	Approved by	
				Name	Position
14/9/10	0.1	Transferring existing GCW PD to Allconnex Water format	John Walker	Craig Wainwright	Executive Coordinator
11/3/11	0.2	Title changes in line with new ID structure.	John Walker	Craig Wainwright	Senior Manager Program Delivery South
5/7/11	0.3	Minor changes including Position Numbers	John Walker	Craig Wainwright	Senior Manager Program Delivery South