

# Position Description



Position Title	Manager (Corporate Projects)
Group	Strategy
Reports to	Chief Strategy Officer
Grade	14
Date reviewed	3 November 2022

## Our Vision and Values

Council's vision is to be a trusted community partner. To help us achieve this all of our people are expected to be:

- Accountable
- Caring
- Innovative
- Solutionary, and
- Working together.

## Primary Purpose

Support the service delivery functions of the organisation by delivery of approved projects

- within the agreed scope, timeframes and budgets,
- with high quality proactive stakeholder engagement, and

## Departmental Portfolio

The indicative functions for this position include:

- Project delivery
- Stakeholder management
- Grants management
- Provision of corporate project management support

## Key Accountabilities

- Effective delivery of projects/activities assigned to the corporate projects team
- Communication with stakeholders
- Ensure high quality customer service is delivered by the team
- Proactively identifying and implementing solutions to issues that arise
- Working together across the organisation to support service delivery
- Putting into place innovations that improve the efficiency and effectiveness of the team.

## Essential Criteria

1. Ability to lead and manager a group of people to delivery projects.
2. Demonstrated experience in effective delivery of projects.
3. Current Class C Drivers Licence

## Desirable Criteria





1. Relevant tertiary qualification such as a Bachelor's degree or equivalent
2. At least 4 years' experience delivery of multiple projects.


## Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in **bold** are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

## Capabilities

Capability Group	Capability Description	Level
 Personal Attributes	Manage Self	Advanced
	<b>Display Resilience and Adaptability</b>	<b>Highly Advanced</b>
	Act with Integrity	Advanced
	<b>Demonstrate Accountability</b>	<b>Highly Advanced</b>
 Relationships	<b>Communicate and Engage</b>	<b>Advanced</b>
	Community and Customer Focus	Advanced
	<b>Work Collaboratively</b>	<b>Advanced</b>
	<b>Influence and Negotiate</b>	<b>Advanced</b>
 Results	<b>Plan and Prioritise</b>	<b>Advanced</b>
	<b>Think and Solve Problems</b>	<b>Advanced</b>
	Create and Innovate	Advanced
	<b>Deliver Results</b>	<b>Advanced</b>
 Resources	<b>Finance</b>	<b>Advanced</b>
	Assets and Tools	Adept
	Technology and Information	Advanced
	<b>Procurement and Contracts</b>	<b>Advanced</b>
	<b>Manage and Develop People</b>	<b>Advanced</b>

Capabilities		
Capability Group	Capability Description	Level
 Workforce Leadership	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	Advanced

### Focus Capabilities

The focus capabilities for the position are those judged to be most important to Snowy Monaro Regional Council at the time of recruiting to the position.

Focus Capabilities		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Display Resilience and Adaptability	Highly Advanced	<ul style="list-style-type: none"> <li>• Is comfortable with constant change, and able to adjust accordingly</li> <li>• Provides sound rationale for agreed positions while remaining open to valid suggestions for change</li> <li>• Creates a climate which encourages openness and debate around critical issues</li> <li>• Raises critical issues and makes tough decisions</li> <li>• Persists in the face of significant, complex and novel challenges</li> <li>• Manages own emotions and acts as a stabilising influence in emotionally charged situations</li> </ul>
<b>Personal Attributes</b> Demonstrate Accountability	Highly Advanced	<ul style="list-style-type: none"> <li>• Acts in the public interest at all times</li> <li>• Is prepared to act and take ownership for difficult decisions</li> <li>• Supports and stands by people in the organisation who have made an honest mistake</li> <li>• Creates a climate in which people feel supported to take responsibility for outcomes</li> <li>• Establishes effective governance systems to ensure safe work practices and to mitigate and manage organisational risks</li> </ul>
<b>Relationships</b> Communicate and Engage	Advanced	<ul style="list-style-type: none"> <li>• Presents with credibility and engages varied audiences</li> <li>• Translates complex information concisely for diverse audiences</li> <li>• Creates opportunities for others to contribute to discussion and debate</li> <li>• Demonstrates active listening skills, using techniques that contribute to a deeper understanding</li> </ul>

## Focus Capabilities

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>• Is attuned to the needs of diverse audiences, adjusting style and approach flexibly</li> <li>• Prepares (or coordinates preparation of) high impact written documents and presentations</li> </ul>
<b>Relationships</b> Work Collaboratively	Advanced	<ul style="list-style-type: none"> <li>• Builds a culture of respect and understanding across the organisation</li> <li>• Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams</li> <li>• Builds co-operation and overcomes barriers to sharing across the organisation</li> <li>• Facilitates opportunities to develop joint solutions with stakeholders across the region and sector</li> <li>• Models inclusiveness and respect for diversity in people, experiences and backgrounds</li> </ul>
<b>Relationships</b> Influence and Negotiate	Advanced	<ul style="list-style-type: none"> <li>• Builds and maintains professional relationships inside and outside the organisation</li> <li>• Makes a strong personal impression and influences others with a fair and considered approach</li> <li>• Establishes a negotiation position based on a firm grasp of key issues, likely points of difference and areas for compromise</li> <li>• Identifies key stakeholders and tests their level of support in advance of negotiations</li> <li>• Uses humour appropriately to enhance professional relationships and interactions</li> <li>• Pre-empted and minimises conflict by working towards mutually beneficial outcomes</li> </ul>
<b>Results</b> Plan and Prioritise	Advanced	<ul style="list-style-type: none"> <li>• Ensures business plans and priorities are in line with organisational objectives</li> <li>• Uses historical context to inform business plans and mitigate risks</li> <li>• Anticipates and assesses shifts in the environment and ensures contingency plans are in place</li> <li>• Ensures that program risks are managed and strategies are in place to respond to variance</li> <li>• Implements systems for monitoring and evaluating effective program and project management</li> </ul>
<b>Results</b> Think and Solve Problems	Advanced	<ul style="list-style-type: none"> <li>• Is able to draw on wide-ranging interests and experiences when facing new challenges</li> <li>• Thinks broadly about the root of problems before focusing in on the problem definition and solutions</li> </ul>

## Focus Capabilities

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>• Is able to discuss issues from different angles and project impacts into the future</li> <li>• Considers the broader context when critically analysing information and weighing recommendations</li> <li>• Involves diverse perspectives in testing thinking and solutions</li> </ul>
<b>Results</b> Deliver Results	Advanced	<ul style="list-style-type: none"> <li>• Sets high standards and challenging goals for self and others</li> <li>• Delegates responsibility appropriately and provides support</li> <li>• Defines what success looks like in measurable terms</li> <li>• Uses own professional knowledge and the expertise of others to drive results</li> <li>• Implements and oversees quality assurance practices</li> </ul>
<b>Resources</b> Finance	Advanced	<ul style="list-style-type: none"> <li>• Sets high standards and challenging goals for self and others</li> <li>• Delegates responsibility appropriately and provides support</li> <li>• Defines what success looks like in measurable terms</li> <li>• Uses own professional knowledge and the expertise of others to drive results</li> <li>• Implements and oversees quality assurance practices</li> </ul>
<b>Resources</b> Procurement and Contracts	Advanced	<ul style="list-style-type: none"> <li>• Sets high standards and challenging goals for self and others</li> <li>• Delegates responsibility appropriately and provides support</li> <li>• Defines what success looks like in measurable terms</li> <li>• Uses own professional knowledge and the expertise of others to drive results</li> <li>• Implements and oversees quality assurance practices</li> </ul>
<b>Workforce Leadership</b> Manage and Develop People	Advanced	<ul style="list-style-type: none"> <li>• Knows the individual strengths, weaknesses, goals and concerns of members of the team</li> <li>• Fosters high performance through effective conversations and feedback and by providing stretch opportunities</li> <li>• Identifies and develops talent across the organisation</li> <li>• Coaches and mentors staff to foster professional development and continuous learning</li> <li>• Implements performance development frameworks to align capability with the organisation's current and future priorities</li> </ul>

## Focus Capabilities

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"><li>Resolves team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way</li></ul>

The position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct, including but not limited to, the contract of employment, code of conduct, delegations of authority, legislation, regulation, policy, procedure, process, standards and plans.

As part of a multi skilled workforce the employee will need to reasonably assist by undertaking any other duties, projects or tasks that are within his/her skills, competence and training to help achieve the goals and objectives of the organisation.

I have read and understand the requirements and accountabilities of this position.

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Name (please print)

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Signature

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Date