

PROJECT MANAGER CIVIL – POSITION DESCRIPTION

OUR VALUES & BEHAVIOURS

Proudly United

Value Statements:

We are proudly united as a team, as members of EGW and as members of our community.

We work towards a common goal in a safe, respectful and inclusive workplace.

We celebrate success together.

Enabling Behaviours:

Share information and openly communicate

Understand your role in achieving the common goal and own it

Actively listen and participate

Support and encourage others

Truly Authentic

Value Statements:

We act openly and honestly in everything we do and earn the trust of others by delivering what we promise.

We understand our strengths and our limitations.

We earn respect.

Enabling Behaviours:

Have the courage to do what's right even if it means taking the hard road.

Mean what you say and say what you mean

If you don't know ask!

Passionately Innovative

Value Statements:

In an ever changing world our key to success is innovation and making the most of our resources.

We achieve this by challenging the status quo, collaborating and embracing change.

We value each other's ideas and learn from honest mistakes.

Enabling Behaviours:

Don't be afraid to ask questions and challenge respectfully

Put it on the table

Be curious and have an open mind

Explore opportunities and be willing to accept risk

Embrace change

Openly Accountable

Value Statements:

We take personal responsibility and accountability for our actions and their outcomes.

We have a clear understanding of what is expected of us and act accordingly.

We seek to understand the changing needs of our internal and external customers and respond appropriately.

Enabling Behaviours:

Follow through

Be proactive

Hold self and others accountable, respectfully

Own your actions

Admit mistakes: learn from them & move forward

ABORIGINAL ACKNOWLEDGMENT

We acknowledge and respect the Gunaikurnai, Bidwell and Ngarigo Monero people as the Traditional Custodians of East Gippsland's land and waters. We pay our respects to their Elders both past, present and future leaders.

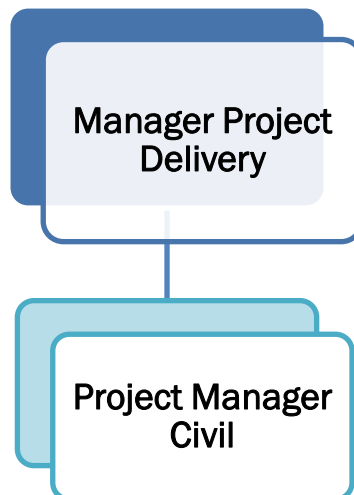
We recognise and respect their unique cultural heritage beliefs, and intrinsic connection to Country, that continues to be important to them today.

We have a strong commitment to building and developing our relationships and partnerships with Aboriginal and Torres Strait islander peoples, communities and organisations in the East Gippsland region and beyond.

POSITION DETAILS

Position Title:	Project Manager Civil	Effective Date:	March 2025
Department:	Sustainability & Infrastructure	Job Location:	Bairnsdale Office
Reports To:	Manager Project Delivery	Supervises:	Consultants
External Contacts:	Customers, consultants, developers, contractors, government agencies and others as required.		
FTE Classification:	1.0	Position Number:	tbc
Prepared By:	People, Safety, and Culture; Manager Project Delivery	Approved By:	General Manager Sustainability & Infrastructure

ORGANISATIONAL CHART



ABOUT THE ROLE

The Project Manager Civil will manage the successful delivery of allocated projects, including planning, scoping, design, documentation, tendering, construction/contract management, delivery, testing, commissioning and acceptance of infrastructure assets.

The Project Manager Civil will act as one of EGW's project managers, assisting with the development and ongoing operation of project management systems and processes, particularly relating to water and wastewater infrastructure assets.

Facilitation and coordination of the procurement of consultants and contractors in accordance with EGW and State Government policies and procedures is also an inherent requirement of the role.

WHAT YOU WILL BE DOING

<p>Project Delivery</p>	<ul style="list-style-type: none"> • Project management and delivery of allocated projects within required cost, time and quality requirements. • Manage the delivery of allocated projects in accordance with EGW's Project Management Manual, Tender and Contract Management Manual, HSE Management System, and other relevant systems (i.e. Prometheus), policies and procedures. • Liaison with EGW's engineering service provider(s) and other contractors/suppliers as necessary to facilitate the successful delivery of projects and services. • Prepare plans, schedules/programs, specifications, tender/quotation documents, and supervise construction of works. • Assist with forward planning and delivery of allocated capital and recurrent budget projects. • Monitor and report project financial performance, scheduling, KPIs etc.
<p>Planning</p>	<ul style="list-style-type: none"> • Assist with planning and delivery of new assets for potential new customers, including Water and wastewater schemes and network extensions. • Liaison with Developer's Consultants as necessary. • Liaise with external stakeholders and regulatory bodies to obtain statutory approvals etc.
<p>Continuous Improvement</p>	<ul style="list-style-type: none"> • Assist in the development, implementation and continuous improvement of the Project and Asset Management Systems. • Ensure that required Key Performance Indicators are monitored, evaluated, recorded, reported and met.
<p>Administration</p>	<ul style="list-style-type: none"> • Prepare and complete relevant forms, plans, reports etc. included in EGW's project delivery framework including the maintenance of project and corporate information within EGW's corporate systems (i.e. Prometheus, Finance 1 etc.) • Preparation and review of Operation and Maintenance manuals and other as-constructed information to ensure compliance with standards. • Prepare correspondence, engineering cost estimates and works proposals as required.

	<ul style="list-style-type: none"> Prepare technical specifications, bulletins and other information for developers and other customers regarding East Gippsland Water infrastructure design and project requirements.
Leadership and Teamwork	<ul style="list-style-type: none"> Liaise effectively between the Sustainability and Infrastructure Team, Bairnsdale Office, and all other sections of EGW. Is open to new ideas, demonstrate a willingness to change and maintains a positive attitude towards changes Share information with team members, effectively communicate with management and mentors
Culture, Values & Behaviours	<ul style="list-style-type: none"> Remain open, approachable and available for all staff within the team, promoting a positive, optimistic and enthusiastic work culture. Build a supportive and cooperative environment, one that recognises the value of collaboration. Support a workplace culture that enables diversity, fair and inclusive practices Represent and role model EGW Values & Behaviours, including Proudly United, Truly Authentic, Passionately Innovative and Openly Accountable.
Health, Safety & Environment	<ul style="list-style-type: none"> Communicate, apply, and promote Health, Safety and Environment policies, procedures and safe systems of work. Contribute to developing a safe working culture through leading by example and acting responsibly for the safety of self and others. Ensure activities are conducted in accordance with our risk management, environment and workplace health and safety management frameworks.
Records Management	<ul style="list-style-type: none"> Employees are responsible for capturing full and accurate records that adequately document business activities and support any decisions made at East Gippsland Water in the Corporations Record Management system. Conduct all customer and employee queries in a sensitive and confidential manner, ensuring the privacy of East Gippsland Water employees and customers

SKILLS, QUALIFICATION & EXPERIENCE

SPECIALIST SKILLS

Required:	Desirable:
<ul style="list-style-type: none"> Project management experience, preferably in a field related to project management in the water industry. Good computer skills, including use of computer-based project management, word processing, spreadsheet, and database packages. Contract management and site superintending skills. Excellent report writing skills. 	<ul style="list-style-type: none"> Water Industry knowledge.

LEADERSHIP SKILLS

Required:	Desirable:
<ul style="list-style-type: none"> • Able to plan for successful completion of allocated tasks or projects. • Exercise reasoning, judgement, interpretation and problem-solving skills. • Knowledge of non-technical project management-related areas such as financial and economic assessment of projects, and the like. • Ability to effectively communicate, with individuals, and groups from various backgrounds and areas of the business and community. • Ability to be flexible and adaptable in a changing workforce and environment. 	<ul style="list-style-type: none"> • Leadership and mentoring experience.

INTERPERSONAL SKILLS

Required:	Desirable:
<ul style="list-style-type: none"> • Ability to gain co-operation and assistance from other staff. • Ability to influence outcomes and work effectively with people at all organisational levels, contractors and stakeholders. • Demonstrated ability to work in a team environment. • Able to work independently. • Preparation of routine correspondence and reports. 	<ul style="list-style-type: none"> • Presentation and facilitation skills

QUALIFICATIONS

Required:	Desirable:
<ul style="list-style-type: none"> • Successful completion of a tertiary qualification in Project Management, Engineering or related field or a demonstration of relevant experience in project and contract management. • Current Victorian drivers licence. 	<ul style="list-style-type: none"> • Project Management qualifications.

EXPERIENCE

Required:	Desirable:
<ul style="list-style-type: none"> Eight year's minimum relevant project management experience. 	<ul style="list-style-type: none"> Experience in tendering and procurement of public construction projects.

KEY SELECTION CRITERIA

1. A tertiary qualification in Project Management, Engineering or relevant field and/or a demonstration of relevant experience in project and contract management.
2. A demonstrated superior understanding of whole of life cycle project management processes including the ability to deliver projects within budget, on time and to a high standard.
3. Significant experience in construction procurement, contract management and administration.
4. Strong interpersonal skills ensuring the ability to influence outcomes and work effectively with people at all organisational levels, contractors and stakeholders.
5. Well-developed leadership skills including the ability to work in a team and utilise a team-based approach to achieve positive outcomes for the organisation and its customers.
6. Positive attitude towards personal development including being united, authentic, innovative and accountable to achieve corporate objectives.

ADDITIONAL REQUIREMENTS

Employees must be capable of fulfilling the requirements of the position with regard to the inherent activities/hazards and be able to meet any control measures provided in the interests of health and safety. However, reasonable adjustments will be made for persons with disabilities, impairments or cultural considerations unless to do so would impose an unjustifiable hardship, or result in the role not being able to be undertaken in a safe manner.

EGW is committed to an embedding and supporting a culture of inclusion through living our organisational Values and Behaviours, and through the principles identified in the Code of Conduct. EGW also respects an Enterprise Agreement made between the Corporation and its Employees.

All employees are required to uphold East Gippsland Water Code of Conduct and Values and Behaviours at all times. All East Gippsland Water employees are Victorian Public Sector employees and are also required to comply with the VPSC Code of Conduct.

For more information about our career opportunities and our current vacancies, please visit [Careers at East Gippsland Water | East Gippsland Water \(egwater.vic.gov.au\)](https://www.egwater.vic.gov.au/careers).