



Mansfield Shire

Position Description

Project Manager – Rural
Councils Transformation
Program

High Country, Lakes and Rivers



Project Manager – Rural Councils Transformation Program

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Mansfield Shire Council aims to work with our community to continue to build a Shire that is recognised for its balanced social, economic and environmental development that acknowledges the diverse needs and values of our communities.

Position Number	Classification	Date
7.10	Manager	June 2024
Unit	Enquiries	Status (FTE)
Information Technology	General Manager Investment & Planning	1.0

Position Overview and Objectives

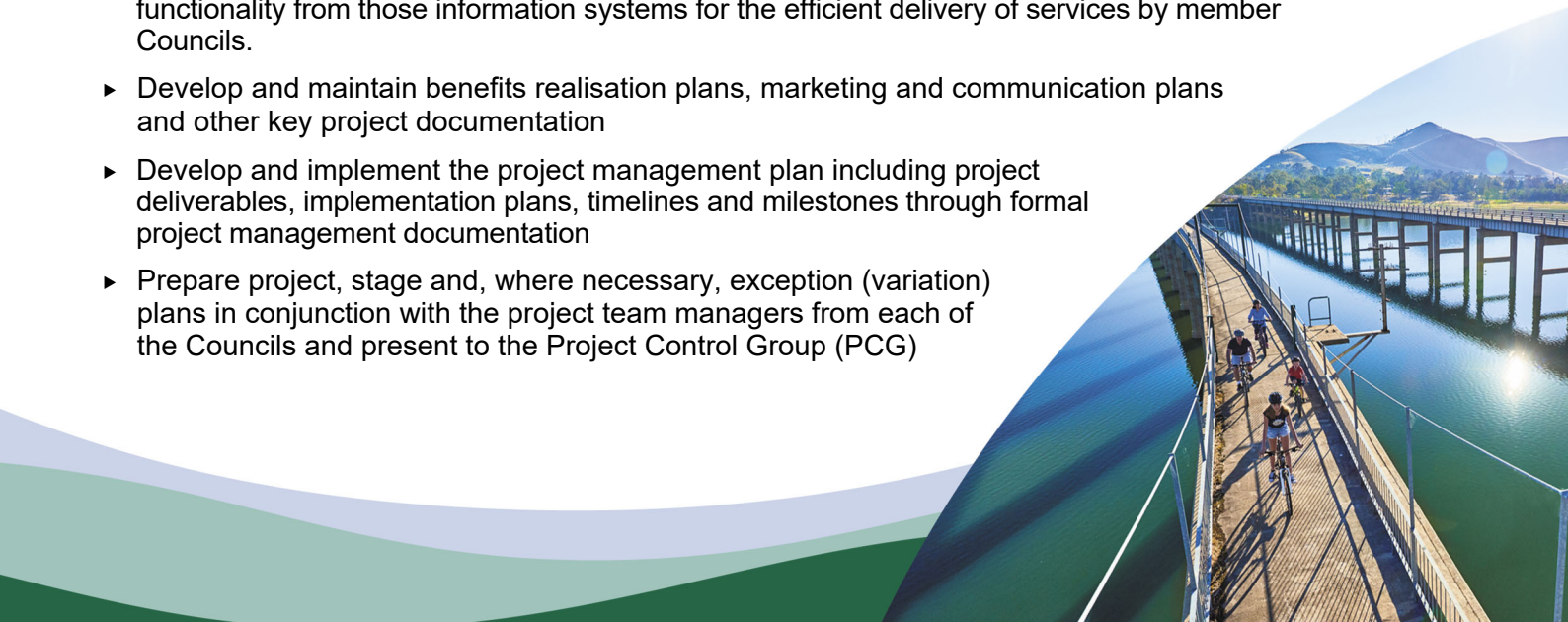
The Lower North East Rural Councils Collaboration (LNERCC) is a collaboration between Mansfield Shire Council, Benalla Rural City Council, Murrindindi Shire Council, and Strathbogie Shire Council.

With funding from the Rural Councils Transformation Program (RCTP), LNERCC is embarking on a journey to transform its business systems to enable a reliable and sustainable service delivery to enable shared services across the four Councils. LNERCC will also participate in a collaborative process in co-designing common IT architecture with Local Government Victoria (LGV) and Digital Victoria and Service VIC.

The Project Manager (PM) will be responsible for leading the project, ensuring the outcomes are delivered on time, on budget, within scope and to quality standards. The PM must ensure that risk mitigation strategies are identified and actioned. The PM will work with internal and external subject matter experts and stakeholders to ensure successful implementation of solutions that reduce business complexity and improve customer experience across Council's operations.

Key Responsibilities

- ▶ Develop and deliver a business systems plan which incorporates automation, harmonisation and shared services amongst the member Councils, the examination and improvement of workflows and processes, implementation of business systems which reflect best practice and the extraction of the maximum functionality from those information systems for the efficient delivery of services by member Councils.
- ▶ Develop and maintain benefits realisation plans, marketing and communication plans and other key project documentation
- ▶ Develop and implement the project management plan including project deliverables, implementation plans, timelines and milestones through formal project management documentation
- ▶ Prepare project, stage and, where necessary, exception (variation) plans in conjunction with the project team managers from each of the Councils and present to the Project Control Group (PCG)



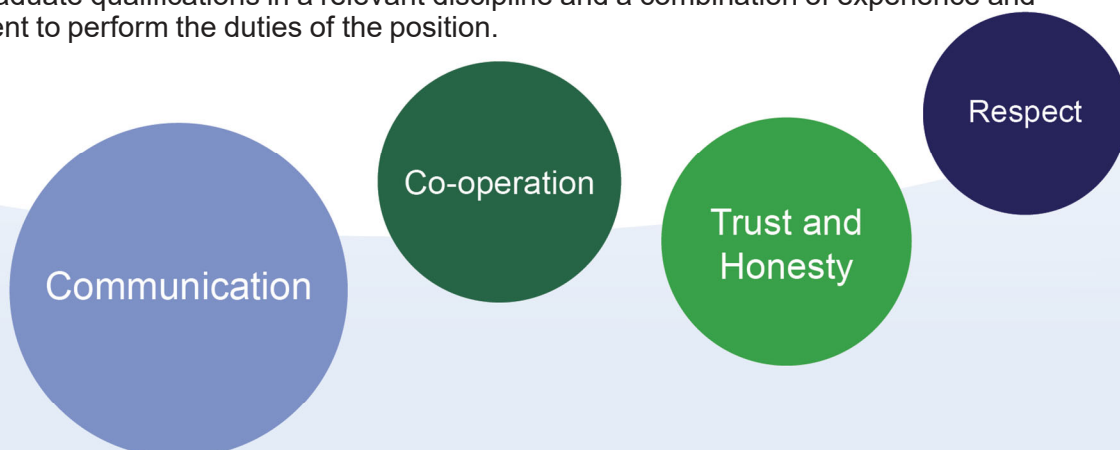
Key Responsibilities (continued)

- ▶ Manage business and project risks, including the development of contingency plans
- ▶ Lead and develop astute and timely reporting to the Steering Committee, Project Control Group and other relevant stakeholders and where required, Exception Reports. Key performance indicators include financial, human resources, quality and risk objectives.
- ▶ Identify and coordinate a dedicated project team within a complex multi-council and multi-vendor environment. In conjunction with all members of the Project Management Team, ongoing management of the Technical Advisory Group.
- ▶ Work collaboratively with and engage internal and external stakeholders to develop ideas and concepts through to successful delivery of outcomes
- ▶ Facilitate procurement activities required from scoping and finalising tender documentation to the evaluation and recommendation of tender submissions.
- ▶ Ensure effective and responsible financial management of the project within budget parameters including the preparation of grant reporting and acquittals
- ▶ Lead/develop and implement governance processes and activities as required

Experience and Qualifications

- ▶ Proven diverse and extensive experience in a similar role encompassing the management of a multi-function project within local government or similar environment.
- ▶ Demonstrated experience establishing work and team priorities and for developing and implementing strategies.
- ▶ Demonstrated financial management skills including budget development, financial forecasting, reporting, analysis and corporate governance.
- ▶ Highly developed communication skills, with the ability to discuss, convince and negotiate, together with demonstrated community consultation, change management and stakeholder engagement skills and experience, leading to positive outcomes.
- ▶ Sound and comprehensive report writing skills to deliver business cases, reporting, project directive, demonstrating sound analysis.
- ▶ High level analytical and conceptual thinking skills, including providing resolutions to complex issues, and developing project plans and strategic direction.
- ▶ Knowledge of local government and related practices and processes.
- ▶ Understanding of the needs and expectations of rural communities, as well as demonstrating practical and innovative approach in delivery of services and outcomes.
- ▶ Contemporary knowledge of and ability to effectively use relevant technology systems relating to key responsibilities.
- ▶ Appropriate post graduate qualifications in a relevant discipline and a combination of experience and competence sufficient to perform the duties of the position.

Our Values



Organisational Relationship

Reports to

- ▶ General Manager Investment & Planning (Mansfield Shire Council)
- ▶ Project Control Group (PCG) for the project management

Supervises / Manages

- ▶ Business Analyst

External Liaisons

Internal Liaisons (LNERCC)

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| <ul style="list-style-type: none"> ▶ Executive Team ▶ Project Control Group ▶ Project Management Group ▶ IT and digital futures Officers ▶ Managers and other Council employees | <ul style="list-style-type: none"> ▶ Project Advisor ▶ LGV ▶ Digital Victoria ▶ Services Victoria ▶ Contractors ▶ Consultants |
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Attributes and Skills

- ▶ Highly developed interpersonal, negotiation, advocacy and communication skills, with the capacity to convince and persuade to deliver positive outcomes in a respectful way.
- ▶ Ability to work collaboratively with others to achieve outcomes, develop partnerships and engage with community and stakeholders effectively.
- ▶ Highly developed leadership skills and demonstrated ability to lead culture development and improvement strategies.
- ▶ Ability to effectively plan, organise and manage time and set priorities with competing demands for self and the team to fulfil project goals
- ▶ Inclusive leadership and management style with the ability to effectively engage with a wide range of stakeholders, including mentoring and coaching employees in a variety of positions, with diverse skills and backgrounds.
- ▶ Passion for building an engaged culture with a focus on effective and quality end-user satisfaction.

Key Selection Criteria

- ▶ Proven diverse and extensive (five to ten years) experience working in a senior project management / similar role
- ▶ Relevant tertiary qualifications highly desirable, but not essential
- ▶ Sound understanding of project management methodology
- ▶ Demonstrated understanding of, and experience in implementing contemporary information and digital technologies, systems and applications across multiple business sites
- ▶ Ability to create and implement a change management plan, taking into consideration IT deployment, data migration, capability deployment (training and engagement activities) and any business activities required to integrate new digital processes or tasks into the "business as usual" environment.
- ▶ Ability to manage a Project Team or similar relevant experience and demonstrated ability to foster and develop teams.
- ▶ Conceptual, analytical and problem solving skills, with strong attention to detail
- ▶ Sound judgement and maturity to handle sensitive and complex matters competently
- ▶ Competent computer skills and working knowledge of information systems
- ▶ Ability to maintain confidentiality in regard to all information concerning Council business, its customers and employees.
- ▶ Local Government experience is highly desirable, but not essential.
- ▶ Current Victorian driver licence.

Responsibilities

Governance

- Facilitate decision making by providing the Steering Committee and Councils with timely, accurate, informed and contextually appropriate advice and reports.
- Maintain a detailed working knowledge of relevant legislation and regulations.
- Ensure compliance with relevant legislation, in particular the Local Government Act 2020 (Vic), Local Government Financial Management Regulations, especially those relating to procurement and governance.
- Manage the performance and adherence to standards/contracts by third parties engaged to deliver Council services.
- Ensure projects assigned to the team are embedded into operations and ensure the Steering Committee is provided with appropriate reports and information about their progress.
- Lead a safe and healthy environment which complies with Occupational Health and Safety legislation and human resource management procedures and practices.
- All children who engage in Mansfield Shire Council programs have a right to feel and be safe. The welfare of the children will always be Council's first priority with a zero-tolerance approach to child abuse. As a child safe organisation Mansfield Council aims to create an environment where children feel safe, included and heard

Engagement and Representation

- Build and maintain positive relationships with community, Government departments and agencies, local and regional stakeholders based on respect, commitment and credibility, collaborating and engaging in robust discussion, resolving problems effectively and achieving the vision of Councils.
- Undertake effective, timely liaison, negotiation and consultation with other Council departments, public authorities and utilities, community groups, residents and other affected parties/stakeholders during project and programs phasing.

Diversity and Inclusion

- Mansfield Shire Council is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.

Leadership and Management

- Demonstrate positive leadership through active participation as a member of the Lower North East Rural Councils Collaboration Group and through constructive engagement with Councils, the Management Teams and with all colleagues.
- Lead and embed a culture of working efficiently, effectively and through a continuous improvement lens.
- Foster a work environment where roles are clearly defined, performance monitored and timely and constructive feedback provided to motivate and develop a performance and customer focused team.
- Embed a culture of quality customer service both internally and externally.
- Ensure adequate processes and storage systems are in place to safeguard Council's electronic information and records including the ongoing examination of future risk options to protect systems and data.
- Maintain an effective framework for organisational performance measurement to ensure a robust approach to tracking achievements against objectives.
- Ensure that Council policies related to training and development, equal employment opportunity and occupational health and safety are managed effectively across the department and are within budget guidelines

Economy and Environment

- Develop and maintain rigorous and accurate budgets and ensure that day- to-day financial management practices represent value for money, comply with Council policy and procedures and strengthen Council's overall financial sustainability.
- In collaboration with the Project Management Team, identify and act on opportunities to strengthen the economy, development and the environment within the project scope
- Support Council with its responsibilities by providing advice, guidance and relevant information.
- Participate in advocacy activities and proactively identify opportunities for grants, partnerships and collaborations that would benefit the member Councils.

How to apply

- 1 Cover letter**

Prepare a cover letter providing a snapshot of why you are interested in the position and the reasons we should hire you. Include any required information that has been outlined in the job advertisement. Your cover letter should be no longer than one page in length.
- 2 Key selection criteria**

Respond to the list of key selection criteria clearly demonstrating how your qualifications and/or experience would help you to meet the requirements of the role. **Please ensure that you address all key selection criteria contained within the position description.** This document should be kept to a maximum of two pages if possible.
- 3 Resumé**

Provide your up to date resumé containing a summary of your skills, employment history, experience, knowledge and abilities. A good resumé will be tailored to the position you are applying for with emphasis on the skills and experience that directly relate to the role.
- 4 Submit your application by the closing date**

Once you have collated the necessary documents, visit the Mansfield Shire Council's 'Information for Applicants' web page at mshire.co/applicant-information, for information on how to submit your application. All information must be received by Council prior to the advertised closing date.


For more information please contact:

Melissa Crane, General Manager Investment and Planning on (03) 5775 8555

More detailed information on how to apply is available at
mshire.co/applicant-information
including tips for addressing key selection criteria, writing a cover letter and resumé.

OFFICE USE ONLY

Authorised by CEO:



Employee's
Signature

Date:

21/06/2024

Employee's
Name

Date: / /



Mansfield Shire