

Position Description

Chief Project Officer

Position Details

Position Title	Chief Project Officer (CPO)
Classification	EMRC Remuneration Band – Negotiated Contract
Position Number	A0081A
Basis of Employment	Full Time
Team	Projects Team

Position Objectives

- To lead and manage the Project Team and ensure that all projects comply with the organisation's objectives.
- To provide effective project management expertise in all of EMRC's Waste and Resource Recovery Management projects at program/project level.
- To effectively manage internal and external resources to ensure the successful development and delivery of all EMRC's Waste and Resource Recovery Management projects.
- To act as the primary focus for all Waste and Resource Recovery Management projects from an internal and external customer perspective and to have a delivery focus.

Organisational Values

The EMRC's values describe what we believe in and how we will operate. All employees are expected to consistently demonstrate EMRC values and display the following behaviours:

Excellence	Striving for excellence through the development of quality and continuous improvement.
Recognition	Valuing employees in a supportive environment that focuses on their wellbeing.
Innovation	Focus on innovative approaches in projects and service delivery.
Responsiveness	Dynamic and flexible service delivery.
Integrity	Accountability and consistency in all that we do.

Leaders ensure that the organisation's values are created and sustained by establishing the Council's strategic direction and providing an environment that encourages all employees to reach their potential in achieving the organisational outcomes.

Position Requirements

Competencies

- Comprehensive knowledge of Project Management methodologies e.g. Prince2, PMBOK, Agile.
- Demonstrable experience project managing small to medium infrastructure projects.
- Comprehensive knowledge of and proficiency with relevant software applications pertaining to the Project Management function – critical path and reporting software.
- Demonstrable experience in the preparation and delivery of reports to Member Councils, the Leadership Team, and other key stakeholders as required.

Experience

- 5+ years experience managing projects in a Local Government project environment.
- Significant experience in a senior management position is essential.
- Experience with managing major concurrent infrastructure projects/programs.
- Financial modelling experience that can be applied to engineering projects.

Qualifications

- Degree qualified in an applicable field e.g. Civil Engineering, Construction Management, Environmental Engineering.
- Project Management qualifications e.g. Prince2, PMBOK, PMP.

Key Duties / Responsibilities

Position Responsibilities

- Lead, research and promote the development of major infrastructure projects that solidify the EMRC's position as a leader in Waste Management, Resource Recovery and the Circular Economy.
- Advance the EMRC's project outcomes, specifically minor and major infrastructure projects.
- Provide high level subject matter and engineering advice to Member Councils, industry and other appropriate stakeholders.
- Prepare, deliver, and oversee the preparation and delivery of statistical information and reports to Council, Leadership Team, member Councils, and other key stakeholders as required.
- Managing the Engineering and Environmental and Waste Compliance Teams.
- Ensure that adequate resources are allocated to identify all risks at the EMRC and positively address the identified risks for employees, contractors, visitors and members of the public.
- Prepare, deliver and oversee the preparation of waste management services in line with the approved annual budgets.
- Creating and analyzing tender documents and submissions.
- Strategic workforce planning at Team and Operational level is completed.
- Develop and implement processes and procedures with the objective of increasing accountability and synergy at business unit level.
- Procure and manage contractors and consultants providing services to the EMRC.
- Identify new business opportunities both within and outside our member Councils.
- Support the implementation of strategies involving infrastructure and economic development, and manage the associated risk and governance concerns.
- Manage revenue and expenditure monitoring processes that ensure appropriate financial and accounting control processes are in place and operating optimally.
- Represent the EMRC and its stakeholders as required in meetings, forums and other channels as appropriate.

- Liaise with internal and external technical experts to ensure compliance with stationary and other licensing legalities and the Local Government act.
- Prepare and oversee the preparation of tender documents, relevant to the Team, in accordance with Council policy and procedures and legislative requirements.
- Coordinate, assemble and lead project teams as required.
- Identify, understand and comply with all statutory applicable requirements.

Health (OS&H) Responsibilities

- Ensure systems and processes are in place to achieve compliance with all statutory requirements.
- Ensure, as far as practicable, OSH risk management systems are in place to ensure workers are able to identify and control workplace hazards.
- Ensure effective communication and consultation processes are in place to inform workers (including contractors and volunteers), elected Safety and health Representatives and relevant stakeholders about their rights, roles and responsibilities regarding health and safety at work and changes to processes, premises and plant equipment which may impact on safety and health.
- Ensure that recommendations to improve safety and health management are acted upon.
- Ensure a workplace inspection process is implemented and communicated.
- Participate in and lead any Safety Management training.
- Ensure the provision of reasonable time for OSH Representatives to complete their duties.

Organisational Responsibilities

- Ensure all documents are created, stored and maintained in accordance with the organisation's electronic Document Management system requirements.
- Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents.
- Actively seek and report on methods of improving systems of work to ensure continuous improvement.
- Respond to organisational initiatives and assist in the development of the EMRC as directed.
- Represent the EMRC in a responsible and professional manner at all times.
- Comply with the policies and procedures of the organisation at all times.
- Properly organise and manage working time to ensure efficient productivity.
- Perform other duties as directed that fall within the scope of the position or the incumbent's knowledge and skills base.

Organisational Relationships

Responsible to	A0001A – Chief Executive Officer	
Supervision of	Engineering Team Environmental and Waste Compliance Team Wood Waste Project Team A0077A – PA to the COO and CPO	
Internal and External Liaison	Internal	All EMRC Management and Employees
	External	Member Council Officers and Councillors Government Agencies Other EMRC Stakeholders

Extent of Authority

- This position operates under the limited supervision of the Chief Executive Officer and acts within the parameters of established guidelines, policies, procedures, and delegated authorities of the Regional Council.

Selection Criteria

Essential

- Tertiary qualifications (degree) in an applicable field e.g. Environmental Science, Civil Engineering.
- Formal project management qualifications.
- 5+ years comprehensive project management experience at program/project level, managing multifunctional teams across multiple site locations.
- Significant experience in the planning, design and operation of infrastructure projects.
- Significant experience in tender and contract administration, financial modelling and project management.
- Significant experience in a similar role and a strong business acumen.
- Demonstrable expertise in planning, establishing, leading and directing multi-disciplinary teams in response to organization requirements.
- Demonstrated ability to use well developed interpersonal skills to foster and build effective stakeholder relationships.
- Well developed written communication skills.
- Current and valid Western Australian 'C' class drivers' licence or equivalent.

Desirable

- Accreditation with the Australian Institute of Project Management as a registered Project Manager or Project Director.
- Eligibility or membership of Institution of Engineers Australia.
- Demonstrable comprehensive knowledge of Local Government processes, procedures and applicable legislation.

Incumbent Undertaking

I acknowledge that I have read, understood, and accept the requirements of the role as described in this position description. I understand that this position description may be amended from time to time to reflect changes to the position.

Name of Employee _____

Signature of Employee _____

Date _____

Date Last Reviewed	September 2020
Reviewed	Manager Human Resources
Updated	Human Resources Administration Officer
Approved	Manager Human Resources