

POSITION DESCRIPTION

TITLE:	Project Manager Library Transition
CLASSIFICATION:	Band 8
STATUS:	0.6 EFT
BUSINESS UNIT:	Governance, Facilities & Economy
DATE:	October 2021

ORGANISATIONAL CONTEXT

Our vision is that the Cardinia Shire will be developed in a planned manner to enable present and future generations to live healthy and productive lives and to enjoy the richness of the diverse and distinctive characteristics of the shire.

To undertake this vision successfully we are developing a skilled and professional workforce that embraces our organisational culture, values and demonstrates key leadership capabilities. We define our culture as working together, working differently and working for the future. The values of teamwork, respect, accountability, communication and customer focus underpin our work and our behaviours to ensure we deliver on the Council's vision while maintaining a healthy, engaging and inclusive workplace. The Leadership Capability Framework describes what we do as leaders and the Values form the basis of how we behave in the workplace and conduct the business of planning.

Council plays an important role in contributing to life in your community by providing many of the services and facilities that residents of all ages access every day. Council provides traditional local government services like local roads, waste management, and planning, building and animal control. But beyond this we provide much more. We work with residents from newborn babies, to young people, families and our senior citizens.

Cardinia Shire Council values Inclusion and Gender Equality and does not condone any negative behaviours as outlined in our Workplace Behaviours policy. This includes, and is not limited to, discrimination, bullying, family violence, victimisation and breaches of our other workplace policy.

ORGANISATIONAL RELATIONSHIP

Reports to:	General Manager Governance, Facilities and Economy
Internal Liaisons:	Councillors, General Managers, Managers, coordinators and other staff
External Liaisons:	Casey City Council staff, State Government representatives, relevant Library stakeholders, Casey Cardinia Library Executive and Staff

POSITION OBJECTIVES

The Project Manager Library Transition will be responsible for the delivery of the dissolution of the Casey Cardinia Library Corporation and the successful transition of Library Services within Cardinia Shire to a new Library identity.

Reporting to the General Manager Governance, Facilities and Economy, this role will work collaboratively with all key internal and external stakeholders, who will make a significant contribution to the core deliverables of the projects. The Project Manager Library Transition will co-ordinate and facilitate the implementation of the transition and will be required to develop and maintain long-term stakeholder relationships.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Project manage the implementation of service for Library Services in Cardinia Shire.
- Develop and maintain productive relationships with the community, relevant agencies and State and Federal Governments.
- Develop and deliver change management and communications strategies to support staff and community through the reform.
- Challenge pre-conceived service delivery models to support sustainable financial planning and enhanced community outcomes
- Support Council's reform agenda, taking a leading role demonstrating and supporting continuous improvement, delivering the transition plan.
- Ensure that consultation with public and key stakeholders regarding proposed works is undertaken.
- Provide leadership in the development and implementation of sound management processes and procedures including the Procurement process.
- Provide a lead in the communication working with Cardinia Shire Communication Department.
- Prepare Council reports on relevant topics.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents
- Ensure compliance with Council financial and procurement policies and procedures in ensuring an adequate standard of internal control over finances is maintained.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Delivery of projects that are on time and fit for purpose.
- Ensuring all works are undertaken in compliance with regulatory requirements and the Cardinia Shire Council's Procurement Policy.
- Extensive liaison with Council staff, consultants, contractors and public authorities.
- Freedom to act is governed by goals and policies of the unit, Council policy, statute and sub-ordinate legislation and budgets; with periodic reviews to ensure conformity with these goals and a reporting mechanism to assure adherence to budgets.
- Develop policy options and strategic plans.
- Objectives, priorities and deadlines are established in consultation with the General Manager.

JUDGMENT AND DECISION MAKING

- Provide guidance and direction to the General Manager and Senior Leadership Team (SLT).
- Judgments need to be made based on both specialist knowledge and extensive experience.
- As an experienced practitioner in the discipline or specialty the employee is responsible to interpret or recommend outcomes, determine the approach to be taken and the methodology to be used. The employee keeps the General Manager informed of progress, potentially controversial matters, or far reaching implications.
- Review of work is to meet effectiveness and in meeting timeframes and outcomes.

SPECIALIST KNOWLEDGE AND SKILLS

- Proficiency in the application of theoretical approaches in the search for solutions to new problems and opportunities which may be outside the original field of specialisation by the employee.
- Requires considerable knowledge and understanding of project management principles and practices.
- An understanding is required of the long-term goals of the wider organisation and of its values and aspirations and of the legal and socio-economic and political context in which it operates.
- Capability to build strong relationships and collaborate across all of Council.
- Strong customer-centric thinking and ability to remain flexible in delivering outcomes.
- Bring an outcome focus and ability to measure benefits.
- A natural ability to be adaptable, flexible and extremely customer focussed.
- Understanding of legal socio-economic and political context.
- Sound knowledge of budgeting and accounting/financial procedures

MANAGEMENT SKILLS

- Proven ability to manage time, set priorities, and plan and organise own work to achieve specific objectives in the most efficient way possible and within a set timetable.
- Proven ability to independently manage budgets and timelines, reporting periodically to the General Manager.
- Ability to use initiative be self-motivating and work independently.
- Ability to articulate vision for the organisation and communicate the need for change when required.

INTERPERSONAL SKILLS

- Ability to persuade, convince or negotiate with members of the public, other employees and persons in other organisations in the pursuit of specific and set objectives.
- Excellent verbal and written communication skills.

QUALIFICATIONS AND EXPERIENCE

- Demonstrated experience leading complex and large-scale change.
- Project management qualifications or relevant experience.
- Previous experience in service planning, stakeholder engagement and implementing continuous improvement initiatives.

