

POSITION DESCRIPTION	
Program Manager	D/25/000***

Business Unit: Operations

Level: Level 8/9 MRC Industrial Agreement as varied from time to time.

Responsible to: Operations Manager (OM)

OBJECTIVE

To support the Mindarie Regional Council's operations business unit and the OM to deliver capital strategic programs, as approved by the MRC Council. This role is responsible for overseeing and executing the capital programs in line with its Critical Infrastructure Plan.

Responsibilities:

- Management and delivery of programs activities in accordance with Council policies and local government regulations.
- Collaborating with cross-functional teams to define program requirements, scope, and objectives.
- Managing communication with stakeholders at all levels to provide regular updates on program progress and address any issues or concerns.
- Monitoring program performance and implementing necessary adjustments to ensure successful delivery.
- Conducting regular reviews of program outcomes against established goals and KPIs.

REQUIREMENTS OF THE POSITION

Essential Skills and Knowledge

- Ability to communicate effectively and professionally with internal and external stakeholders
- Excellent project management skills, leading programs.
- Experience in interpret and analyse contracts.
- Demonstrated ability to prioritise workloads within tight timelines.
- Sound knowledge of procurement processes and compliance
- Demonstrated commitment and ability to achieve delivery of required outcomes
- Proficient with the Microsoft suite of software.

Essential Experience

- Relevant tertiary qualification or industry recognised qualification in a relevant field or equivalent knowledge, skills and years of experience.
- Demonstrated project management experience preferably in construction, or waste management;
- Proven experience in procurement.
- C class driver license.

Desirable Experience

- Knowledge of government procurement processes
- Knowledge of WHS legislation
- Knowledge of the waste industry

KEY DUTIES/RESPONSIBILITIES**Outcomes: Service Management**

- Responsible for the management of operational programs, including but not limited to the follow:
 - Engage and manage all suppliers/contractors, governing authorities and key stakeholders;
 - Attend and lead project / program meetings, progress meetings and coordinate work inspections as required;
 - Monitor and evaluate the progress of work to ensure compliance with contract deliverables, quality standards and safety regulations.
 - Monitor project / program budgets and expenditure to ensure cost control and efficient resource utilisation;
 - Proactively manage changes to scope, schedule, budget and resources.
 - Contribute to site management change process and operational readiness processes, providing input into risk assessment process to ensure project / programs are adequately assessed.
 - Promoting a culture of safety and quality amongst participants.
 - Provide progress reports to the OM monthly.
- Create and maintain comprehensive program documentation using existing systems.

Outcomes: Customer Service

- Liaise with all Council's customers in a professional and harmonious manner in line with our Customer Service Charter.
- Recognise that Council has internal customers and that these customers deserve to be treated with respect.
- Provide a high level of service to the member councils via the Strategic Working Group

Outcome: Human Resource

- Participate in the employee performance review with manager.
- Adhere to the personal behaviour, honesty and integrity standards as described in the MRC Code of Conduct.
- Ensure training is implemented for staff under your direct supervision.
- Promote the "One Team Culture" amongst staff in a supportive and participative environment.
- Assist all MRC staff where assistance is sought or required.

Outcome: Risk Management

- Ensure safe practices are adopted in carrying out tasks to ensure a safe working environment exists at all times
- Report all safety and environmental accidents, incidents and hazardous situations arising in the course of work

- Renew and maintain compliance towards driver's license, notify management of any non-compliance immediately
- Adopt safe work practices in carrying out tasks so as to protect the environment at all times.

General Responsibilities

- Adhere to the Council's policies, procedures and management practices as amended from time to time.
- Contribute to the development and attainment of relevant departmental business goals and objectives.
- Ensure that the capture of correspondence (electronic and paper based) and documentation relevant to specific work area complies with WA State Records Office legislation.

ORGANISATIONAL RELATIONSHIPS

Responsible to:

- Operations Manager
- Fellow workers in the conduct of duties in a safe and considerate manner.
- Customers, to ensure safe behaviour on the site.

EXTENT OF AUTHORITY:

This position:

- Operates within the limits of Council policy and relevant legislative constraints.
- Is required to ensure the relevant legislation is complied with
- Is required to give direction or instruction to other staff members
- May be required to give direction or instruction to facility users

This position may give direction (either directly or indirectly) to:

- Customers
- Employees
- Contractors

NAME OF PRESENT OCCUPANT

AUTHORISED BY
