

POSITION DESCRIPTION

Position Title:	Project Manager Dredging Works	Date: July 2011
Department:	Port Capacity	Prepared by: Nick van Amstel
Division:	Asset Delivery	Approved by incumbent:
Reports to (title):	General Manager Asset Delivery	Approved by immediate supervisor:
Direct Reports:	Nil	Approved by GM People and Culture

Position in Context:

Port of Melbourne Corporation (PoMC) is the strategic manager of the Port of Melbourne, charged with managing the port in a sustainable manner to ensure it continues to provide benefits for the economy, the environment and the community now and in the future. It is responsible for the commercial management of the Port of Melbourne's property, infrastructure and shipping channels, including planning, development, sustainability and environment, shipping services and logistics.

PoMC has a Port Capacity Division whose mandate is to examine and deliver additional capacity in the Port of Melbourne. The Division's initiatives will improve the capacity of the Port to service medium term trade needs. The Asset Delivery Team is responsible for the delivery of substructure, roads and utilities within budget, schedule and in accordance with planning and environmental approval conditions.

The Project Manager Dredging Works position requires a suitably experienced person to provide efficient and effective project management of multidisciplinary projects from planning through design, tender and construction phases for the infrastructure and services to be provided by PoMC through various projects.

Development will occur in an operational port environment and will require close liaison with port users and other stakeholders.

The Project Manager Dredging Works will be a member of the Asset Delivery Team and report functionally to the General Manager Asset Delivery, Port Capacity Division.

Position Objective

To ensure the successful delivery of maritime substructures including deepening of areas for navigation required for various projects and to facilitate projects on time and within budget in accordance with the requirements of PoMC's Integrated Management System (Quality, Safety and Environment).

Key Responsibility Areas:

- Project management of infrastructure projects and studies from inception to completion.
- Accountability for effective management of resources to deliver infrastructure and service projects and studies on time, within budget, to specified standards and quality.
- Development and implementation of project management systems required to deliver the infrastructure and service work packages, and studies.
- Management of delivery, technical, contractual, legal, industrial, property, planning and environmental issues including the proactive identification and timely resolution of issues.
- Liaison and negotiation with various project stakeholders including port users, agencies and government departments to facilitate the infrastructure and service works and conclusion of access agreements for undertaking design and construction as required.
- Production of tender documentation in accordance with Port Capacity and PoMC procurement plans, ensuring all Port Capacity, PoMC technical, commercial, administrative, HSE etc. requirements are addressed in documentation.
- Management of tender processes including the assessment of tenders and preferred tenderer recommendation.
- Management and administration of design, construction, supervision and study contracts as PoMC's representative to ensure performance meets project requirements.
- Ensuring that engineering designs and project management methodologies for the required substructure including wharves, berths and navigational infrastructure meet documented PoMC requirements and comply with appropriate engineering and marine standards suitable for implementation.
- Delivery of all work packages (design and construction) in accordance with specified quality requirements, including review of deliverables for accuracy and adherence to required standards.
- Management of works including completion, defects liability period and handover to the PoMC Land and Water Assets department, or other party as appropriate.
- Production of as-built and quality records of an appropriate standard.
- Maintenance of technical and contract administration project records for infrastructure and utility work.
- Management of the interface between stakeholders, including port users and contractors to ensure optimum outcomes for projects.

- Communication of project progress and issues affecting implementation and compliance with schedule, budget, legislation and approvals via regular routine and ad hoc reporting.
- Engineering appraisal and decision making.

Significant Working Relationships:

Internal

- Port Capacity Asset Delivery Team
- Port Capacity Team & Executive General Manager Port Capacity
- Various Project Managers
- Port Operations
- PoMC Departments

External

- Various consultants & contractors
- Stevedores and other PoMC leaseholders
- Utility service providers
- Government agencies
- Insurance brokers and advisors
- Legal advisors

Scope:

Numbers of reporting employees

- Direct: Nil
- Indirect: Nil

Financial

- Budgeted Expenditure: Nil
- Budgeted Revenue: Nil
- Authority Limits: (e.g. Staffing/Financial/Organisational) Nil

OH&S

- Understand and comply with all health, safety and risk management policies and procedures
- Apply safe systems of work and assess all related risks to tasks for which they are responsible or involved
- Report hazards and incidents identified within the workplace
- Participate in all OHS related training
- Participate in OHS consultation in the workplace
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Person Specification: (to be read in conjunction with the Planning, Engineering and Environment Success Profile)

	Essential	Desirable
Skills	<p>Interpersonal skills required for effective day-to-day communication with all relevant stake holder groups.</p> <p>Excellent verbal and written communication skills.</p> <p>Negotiation skills.</p> <p>Time management skills.</p> <p>Excellent research, analytical and problem solving skills.</p> <p>Proficient project management skills including planning, estimating, scheduling, cost control and administration</p> <p>Commercial acumen</p> <p>Proficient in use of MS Word, Excel and Project.</p>	<p>Experienced in working in a multidisciplinary environment with highly specialised and technical personnel to achieve optimum outcomes.</p>
Knowledge	<p>Tertiary qualification in civil engineering</p> <p>10 years experience in the successful management of projects within the civil engineering industry (planning, design and construction).</p> <p>Dredging experience</p> <p>Marine civil construction industry experience</p> <p>Port operation experience</p> <p>OH&S requirements applicable to construction</p> <p>Application and interpretation of contract law</p>	<p>Tender assessment, contract negotiation and management</p> <p>Chartered Engineer</p> <p>Experience with client organisations, consultants and contractors</p>
Attributes	<p>Assertive</p> <p>Resourceful</p> <p>Excellent team player</p> <p>Focused</p> <p>Independent / self starter</p>	

An extensive outline of the attributes, competencies and knowledge are contained in the Planning, Engineering and Environment Success Profile – a complete copy can be accessed on The Rip or by contacting PoMC People and Culture Department

Note: This position is subject to a National Police check and the incumbent is required to obtain and maintain a Maritime Security Identification Card. (MSIC)

Selection Criteria:

	Selection Criteria
SC1	Tertiary qualifications in Civil Engineering or related field.
SC2	Demonstrated experience in marine civil construction industry experience and/or dredging
SC3	Prior experience in the management of technical, contractual, legal, industrial, property, planning and environmental issues including the proactive identification and timely resolution of issues
SC4	Proven track record of delivery against targets.
SC5	Extensive experience in maintaining technical and contract administration project records for infrastructure and utility work.
SC6	Proven analytical, time management and problem solving skills, including experience in a port environment or major infrastructure project
NOTE:	<i>Applicants should specifically address each of the selection criteria, as short listing and selection will be based on these criteria.</i>