

Role Description

Construction Site Manager

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|---------------------------|---|
| Cluster | Primary Industries and Regional Development |
| Department/Agency | Department of Primary Industries and Regional Development |
| Division/Branch/Unit | Regional Development and Delivery / Soil Conservation Service |
| Classification/Grade/Band | Departmental Officer 7-8 |
| ANZSCO Code | 599599 |
| PCAT Code | 1119192 |
| Date of Approval | July 2024 |
| Agency Website | www.scs.nsw.gov.au |

Agency overview

The Department of Primary Industries and Regional Development (DPIRD) is the department dedicated to growing primary industries and supporting regional economic development to deliver long term benefits to the state. Our focus is to protect, support and develop our primary industries, mining sector, and regions.

DPIRD brings together Agriculture and Biosecurity; Forestry and Fishing; Local Land Services; NSW Resources; Regional Development and Delivery; the Regional Growth NSW Development Corporation; NSW Public Works and Soil Conservation Service.

We have nearly 5,000 employees, with almost 80 per cent of us living and working in regional NSW.

Soil Conservation Service is part of DPIRD and supports local, state and commonwealth government agencies to build and rehabilitate the Australian environment by providing specialist end-to-end services in environmental consulting, conservation earthworks, program management, project delivery and support services.

Primary purpose of the role

The Construction Site Manager plans works onsite with the site Project Manager to support the delivery of The Lake George Mine Remediation Project located within the township of Captains Flat. The role is site-based to oversee the standard and progress of subcontractor's work, manage works program and time control of services. The role also involves monitoring project costs, assessing variations, maintaining project documentation, supporting and driving safe WHS practices and overseeing finalisation tasks such as defect management, manual submissions, and the resolution of variations and claims before the final payment of subcontractors.

Key accountabilities

- Provide a range of project management and support services including preparation of reports and briefs, coordinating resources, maintaining project documentation, and implementing and monitoring project plans, to ensure project outcomes are achieved on time, on budget, to quality standards and within agreed scope, in line with established agency project management methodology.
- Prepare and maintain project documentation for reporting, monitoring and evaluation purposes to ensure accessibility of quality information and contribute to the achievement of project outcomes, and support effective decision making.
- Identify and interpret relevant statutory provisions and prepare clear procedures for staff to provide clarity in the performance of their role.
- Undertake the evaluation of operational policy and procedures to assess appropriateness, effectiveness and efficiency, and to determine the need for corrective action and review.
- Undertake research, evaluation and analysis to identify emerging issues and prepare recommendations to resolve policy or process issues and inform program activities.
- Communicate with key stakeholders and coordinate working groups, committees and consultations to facilitate exchange of information to support policy and legislative requirements for the delivery of divisional activities.
- Conduct risk assessments, support the development of safety plans and enforce safety protocols. Regularly promote a safety-conscious culture and collaborate with other project staff and subcontractors to ensure compliance with safety regulations.

Key challenges

- Delivering a range of project management and support services, given tight deadlines, limited resources and the need to manage competing priorities within a contaminated lands remediation project environment.
- Efficiently allocating and managing resources, including labor, materials, and equipment, to ensure project milestones are met without delays or waste.

Key relationships

Internal

| Who | Why |
|------------------|--|
| Project Manager | <ul style="list-style-type: none">• Provide advice and contribute to decision making regarding projects and issues• Escalate issues and propose solutions• Receive guidance and provide regular updates on projects, issues and priorities• Assist in providing expert briefings on new and emerging issues, and to report on project performance |
| Project members | <ul style="list-style-type: none">• Support team members and work collaboratively to contribute to achieving project team outcomes and project milestones |
| Project Director | <ul style="list-style-type: none">• Receive overall direction on the strategy and agency priorities |

| | |
|--------------|---|
| Stakeholders | <ul style="list-style-type: none"> • Develop and maintain effective relationships and open channels of communication • Provide expert advice and guidance on project related issues • Report and provide updates on project progress • Consult and collaborate to resolve project related issues, define mutual interests and determine strategies to achieve their realisation |
|--------------|---|

External

| Who | Why |
|----------------------|--|
| Stakeholders | <ul style="list-style-type: none"> • Develop and maintain effective working relationships and open channels of communication • Report and provide updates on project progress • Exchange information and respond to enquiries |
| Works Subcontractors | <ul style="list-style-type: none"> • Develop and maintain effective relationships and open channels of communication • Exchange information, support and drive timely and effective delivery of project works. • Support a collaborative working environment that drives safe work practices inline with NSW Governance |

Role dimensions

Decision making

This role, in consultation with the site project manager, is responsible for the day-to-day delivery of the project for subcontractor goods and services.

Reporting line

Project Manager

Direct reports

1 – Site Supervisor

Budget/Expenditure

Total budget is \$32 million

Knowledge and experience

- Deep understanding of various construction techniques, materials, and best practices in the industry.
- Proficiency in project management principles, including planning, scheduling, budgeting, and resource allocation.
- Comprehensive knowledge of local, state, and federal building codes, safety regulations, and environmental laws. Experience in implementing and monitoring quality control processes to ensure that construction meets the required standards and specifications.

Essential requirements

- Tertiary qualifications in construction management, civil engineering, architecture, or a related field.

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.


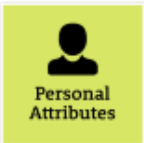
The capabilities are separated into focus capabilities and complementary capabilities

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Focus capabilities

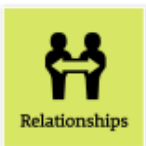
| Capability group/sets | Capability name | Behavioural indicators | Level |
|---|---|---|--------------|
|  | Act with Integrity Be ethical and professional, and uphold and promote the public sector values | <ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest and encourage others to do so | Intermediate |
|  | Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning | <ul style="list-style-type: none"> • Keep up to date with relevant contemporary knowledge and practices • Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate and maintain a high level of personal motivation | Adept |

**Commit to Customer Service**

Provide customer-focused services in line with public sector and organisational objectives

- Focus on providing a positive customer experience
- Support a customer-focused culture in the organisation
- Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers
- Identify and respond quickly to customer needs
- Consider customer service requirements and develop solutions to meet needs
- Resolve complex customer issues and needs
- Cooperate across work areas to improve outcomes for customers

Intermediate

**Work Collaboratively**

Collaborate with others and value their contribution

- Build a supportive and cooperative team environment
- Share information and learning across teams
- Acknowledge outcomes that were achieved by effective collaboration
- Engage other teams and units to share information and jointly solve issues and problems
- Support others in challenging situations
- Use collaboration tools, including digital technologies, to work with others

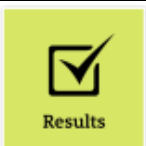
Intermediate

**Deliver Results**

Achieve results through the efficient use of resources and a commitment to quality outcomes

- Seek and apply specialist advice when required
- Complete work tasks within set budgets, timeframes and standards
- Take the initiative to progress and deliver own work and that of the team or unit
- Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals
- Identify any barriers to achieving results and resolve these where possible
- Proactively change or adjust plans when needed

Intermediate

**Demonstrate Accountability**

Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines

- Be proactive in taking responsibility and being accountable for own actions
- Understand delegations and act within authority levels
- Identify and follow safe work practices, and be vigilant about own and others' application of these practices
- Be aware of risks and act on or escalate risks, as appropriate
- Use financial and other resources responsibly

Intermediate



Project Management
Understand and apply effective planning, coordination and control methods

- Understand all components of the project management process, including the need to consider change management to realise business benefits
- Prepare clear project proposals and accurate estimates of required costs and resources
- Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements
- Identify and evaluate risks associated with the project and develop mitigation strategies
- Identify and consult stakeholders to inform the project strategy
- Communicate the project's objectives and its expected benefits
- Monitor the completion of project milestones against goals and take necessary action
- Evaluate progress and identify improvements to inform future projects
- Conduct project WHS risk assessments and deliver WHS project management documents

Adept















Manage and Develop People
Engage and motivate staff, and develop capability and potential in others

- Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes
- Adjust performance development processes to meet the diverse abilities and needs of individuals and teams
- Develop work plans that consider capability, strengths and opportunities for development
- Be aware of the influences of bias when managing team members
- Seek feedback on own management capabilities and develop strategies to address any gaps
- Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way
- Monitor and report on team performance in line with established performance development frameworks

Adept

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities. Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

| Capability group/sets | Capability name | Description | Level |
|---|-------------------------------------|--|--------------|
|  Personal Attributes | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Intermediate |
|  Personal Attributes | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
|  Relationships | Communicate Effectively | Communicate clearly, actively listen to others, and respond with understanding and respect | Adept |
|  Relationships | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
|  Results | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
|  Results | Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Adept |
|  Business Enablers | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
|  Business Enablers | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Intermediate |
|  Business Enablers | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |
|  People Management | Inspire Direction and Purpose | Communicate goals, priorities and vision, and recognise achievements | Intermediate |
|  People Management | Optimise Business Outcomes | Manage people and resources effectively to achieve public value | Intermediate |
|  People Management | Manage Reform and Change | Support, promote and champion change, and assist others to engage with change | Intermediate |