



Role Title:	Contract Project Manager	Reports to:	NRM Manager
Primary Location:	Forestec	Employment Type:	Fixed Term 12 months
Hours:	Full time	People Leader:	Yes
Line of Business:	On Country	Job Band:	Manager/Senior Technical Specialist

Role Purpose: The Contract Project Manager will lead complex projects for NRM and related business opportunities at GLaWAC. The position will contribute to the NRM outcomes in land management, recreational and conservation activities across the protected areas through fee-for-service activities generated by GLaWAC. This role is responsible for delivering a program of work in Natural Resource Management and corporation construction and design projects.

Project delivery requires a clear focus on delivery timeframes and successful project management. The role will perform a variety of tasks and work in all phases of a project, from the beginning stages to completion under direction. The Contract Project Manager must have a thorough understanding of project management, people management, awareness of industry standards and of the goals of the work. You will prioritise and track the implementation of the projects and work integrally with representatives from other organisations to successfully achieve goals.

A key aspect of this role will be to ensure there is a safe working environment for the crew and to proactively manage OH&S risks at all time.

Role Accountabilities

Team Leadership	<ul style="list-style-type: none"> Support a high functioning team by creating and maintaining a positive work environment Support the mentoring and coaching of the NRM team to build capability and confidence Supervise the team who deliver the operations of GLaWAC, construction and plant and machinery contracts Invest time with each individual team member to instil best practice behaviours
Stakeholder Management	<ul style="list-style-type: none"> Manage NRM partner relationships in conjunction with the GM On Country and NRM Manager Build positive working relationships with both internal and external stakeholders Develop project initiatives with NRM partners
Operational Excellence	<ul style="list-style-type: none"> Ensure effective work allocation and resource planning in conjunction with GM On Country, NRM Manager Establish an efficient operating rhythm which incorporates regular team communication Drive operating efficiencies within the program of work in order to meet KPIs Focus on continuous improvement in the area of services and processes Provide cross team support
Financial Management & Budgets	<p>In partnership with the GM On Country and NRM Manager;</p> <ul style="list-style-type: none"> Contribute to the development of budgets for NRM Financial Management of the NRM function Ensure requirements of current contract engagements are met
Reporting	<ul style="list-style-type: none"> Manage required reporting and administration tasks Maintain a training report and ensure licences and accreditations are renewed where appropriate Support the provision of accurate and up to date reports to the GM, On Country and NRM Manager for CEO and Board reporting
OH&S	<ul style="list-style-type: none"> Undertake all work and use of plant and equipment in a safe responsible manner using the correct safety practices to comply with relevant OHS legislation and company policy Action all ticket requests for equipment in a timely manner, prioritising urgent requests Ensure all crew complete necessary OH&S training to comply with legislation and GLaWAC OH&S policies and procedures Reinforce a Safety-First Culture Stop any unsafe acts or processes that seem dangerous or unhealthy Ensure the welfare and safety of staff including strict compliance with OH&S policies and GLaWAC safety Policies.



	<ul style="list-style-type: none"> • Ensure time allocated for daily operational processes, maintenance checks and job-related risk assessments conducted and documented. • Deliver delegated tasks as planned by OHS leadership team. • Ensure maintenance schedules of accountable assets are delivered in a timely and professional manner. • Ensure debriefs are conducted after events or major jobs
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Specific Role Competencies

Essential	<ul style="list-style-type: none"> • Current Australian manual driver's licence • Knowledge of Gunaikurnai culture, values, aspirations and customs and experience working with the Gunaikurnai people, community and key organisations and stakeholder groups • Experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional Owner led communities and organisations, knowledge of the social and cultural issues they experience along with a genuine appreciation and respect for their culture • Demonstrated experience in land care management and ability to complete natural resource management services efficiently and effectively • Intermediate computer skills • Excellent communication and stakeholder management skills • Interpersonal skills to effectively engage with community, agency partners and stakeholders • Demonstrated experience in managing a program or work or project end to end • Proven leadership skills with managing a diverse workforce
Desirable	<ul style="list-style-type: none"> • Tertiary qualifications in Land Management, construction or equivalent.

Core Leadership Capabilities

CAPABILITY	BEHAVIOUR
Business Acumen	<ul style="list-style-type: none"> • Understands GLaWAC, what we do and don't do and the role in the community • Considers the commercial impacts for GLaWAC when making decisions • Can articulate the business issues that impact their team • Looks for opportunities to grow the GLaWAC business • Shares knowledge of business with team and peers • Looks outside their own area/department to understand the business and commercial issues that may affect them
Strategic Leadership	<ul style="list-style-type: none"> • Understands GLaWAC's strategic vision and annual business objectives • Effectively communicates the vision and strategy with team members to ensure they understand how they apply to them
Collaboration & Stakeholder Management	<ul style="list-style-type: none"> • Works collaboratively with peers and other teams • Builds and maintains relationships with peers and has superior relationship building
Communication	<ul style="list-style-type: none"> • Listens to the points of view of others and respects what they have to say and do • Communicates effectively and persuasively with all staff and individuals (both written and verbal). • Thinks on their feet to present concepts and solutions • Develops strategic communication/ engagement plans/ reports • Effectively manages conflicts
Delivery Focus	<ul style="list-style-type: none"> • Consistently delivers timely and quality outcomes and encourages the team to do the same • Provides coaching and guidance to team members to ensure they know what they need to deliver (what and by when) • Is solutions focused and empowers people to resolve issues • Takes responsibility for team performance and does not make excuses • Demonstrates the resilience to keep moving forward when faced with business challenges
Develops Others	<ul style="list-style-type: none"> • Places a priority on building and developing the team and provides clarity on roles and responsibilities and links to business outcomes • Leads by example – encourages and supports their team to achieve their best • Helps others to learn and develop, recognises, rewards and celebrates success • Role models the GLaWAC values and encourages the team to do the same • Exemplifies inclusive leadership



	<ul style="list-style-type: none"> • Ensures the team has the right skills, capabilities and “tools” to deliver on their objectives
Manages Self	<ul style="list-style-type: none"> • Is self aware; knows personal strengths, weaknesses, opportunities and limits • Is cool under pressure, does not become defensive • Is open to and seeks feedback • Learns from mistakes

Mandatory Licence and Checks

- Mandatory Zero tolerance Drug and Alcohol Testing (Policy Agreement).
- Current Victorian Manual Driver’s Licence.
- Police check

Key Relationships

Internal

- Economic development team
- Corporate Services Manager
- Policy & Program Manager
- HR Manager
- All Leaders
- CEO

External

- Strategic Industry Partners
- Government Agencies
- NRM Partners