

Position Description (Employee)

Project Manager

Division	City Life
Business Unit	City Business and Safety
Grade/Band	Band 6
Date position description approved	9 June 2022

Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious Sustainable Sydney 2030 – 2050 Continuing the Vision – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six core values guide everything we do at the City.

Primary purpose of the position

The Project Manager manages implementation, ongoing delivery and evaluation of key economic development projects and programs supporting the development and management of Sydney's 24 hr economy. Partnering with diverse stakeholders the position holder is also responsible for coordinating visible and ongoing improvements in the operational functionality of Sydney's late-night precincts.

Key accountabilities

1. Extensive liaison with both internal and external stakeholders, partners and service providers, representing the City at public meetings.
2. Manage the delivery of 24 hr economy projects and programs in collaboration with key stakeholders to maximise economic, social, cultural, and environmental outcomes.
3. Provide high-level advice internal and external to the organisation.

4. Coordinate, develop and implement precinct plans in partnership with key internal and external stakeholders to improve the overall function, safety, and sustainability of late-night trading areas.
5. Coordinate cross-organisational responses regarding the 24 hr economy to improve the overall function and sustainability of late-night trading areas.
6. Develop and maintain positive stakeholder relationships between the City of Sydney and NSW Government agencies, key resident groups, liquor accords, business chambers/associations, industry associations, peak bodies and local hospitality, and cultural and retail businesses.
7. Coordinate the development and reporting on precinct evaluation plans covering the economic, social, cultural, and environmental impact of projects/programs;
8. Keep informed of relevant legislation applicable to the 24 hr economy that affects the performance of the duties in this position.
9. Advise and support the City Business & Safety management team and contribute to the priorities of the City Life Division and corporate objectives to drive economic, social, cultural and environmental outcomes.

Key challenges

- Delivering work to a high standard consistently within a fast-paced high-volume environment.
- Establishing and maintaining effective partnerships with multiple internal and external stakeholders and consulting effectively to drive strategic objectives.
- Maintaining positive relationships with a diverse range of stakeholders with competing priorities in late night trading areas.

Key relationships

Who	Why
Internal	
Night Time City Manager	<ul style="list-style-type: none"> • Receive advice and report on progress towards business objectives and discuss future directions. • Provide expert advice and contribute to decision making. • Identify emerging issues/risks and their implications and propose solutions.
Stakeholders (Planning, Health & Building, City Business, Safe City, Customer Service, Cleansing & Waste, Security & Emergency Management, and other City departments)	<ul style="list-style-type: none"> • Provide expert advice on a range of project related issues and strategies. • Optimise engagement to achieve defined outcomes. • Manage expectations and resolve issues.
External	
Stakeholders (Liquor & Gaming NSW, NSW Police, Transport for NSW, Liquor Accords, Business Chambers, local business and resident groups)	<ul style="list-style-type: none"> • Engage in, consult and negotiate the development, delivery and evaluation of projects. • Provide expert advice on a range of project related issues and strategies. • Optimise engagement to achieve defined outcomes. • Manage expectations and resolve issues.

Key dimensions

Decision making

The position is accountable for decisions on a day to day operational basis and has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained, providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.

Reports to

Night Time City Manager

Number of direct reports

Nil

Essential Knowledge, Skills & Experience

- Tertiary qualifications and relevant experience in strategy implementation, project management or a related field.
- Demonstrated project management skills, with a proven ability to design, deliver and evaluate complex projects involving multiple high-level stakeholders.
- Highly developed oral and written communication skills and the proven ability to research, analyse and provide clear, high level written and verbal advice and briefings on complex policy issues.
- Highly developed skills to negotiate and interact with a broad range of senior staff, business, government, industry, senior politicians, technical specialists, community members and other stakeholders.
- Experience in a high volume and complex environment and proven ability to balance competing priorities in order to meet deadlines.
- Demonstrated high-level ability to reason conceptually, negotiate effectively, resolve complex problems and sensitive issues, to make clear decisions and to initiate action.
- Proven ability to coordinate responses to key issues across an organisation.
- Demonstrated commitment to Equal Employment Opportunity, Workplace Health and Safety and Cultural Diversity principles.

Capabilities for the position

The City's capability framework outlines the capabilities everyone needs to work well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for **employees** and managers which provide clarity, common language and consistency.

Capability Group	Capability Name	Level
Personal attributes	Act with Integrity and Courage	Intermediate
	Demonstrate Accountability	Adept
	Manage Self	Adept

Capability Group	Capability Name	Level
	Display Resilience and Adaptability	Adept
Relationships	Work Collaboratively	Intermediate
	Communicate and Engage Respectfully	Intermediate
	Community and Customer Focus	Intermediate
	Influence and Negotiate	Intermediate
Results	Deliver Quality Results	Intermediate
	Create and Innovate	Intermediate
	Plan and Prioritise	Adept
	Think and Solve Problems	Intermediate
Resources	Finance	Adept
	Technology and Information	Intermediate
	Assets and Tools	Intermediate
	Procurement and Contracts	Adept

**This profile is subject to an organisation-wide review of capability profiles. The final profile may vary slightly.*

Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment.

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> Initiates action on team/unit projects, issues and opportunities. Accepts and tackles demanding goals with drive and commitment. Seeks opportunities to apply and develop strengths and skills. Examines and reflects on own performance. Seeks and responds well to feedback and guidance.
Relationships Community and Customer Focus	Intermediate	<ul style="list-style-type: none"> Identifies and responds quickly to customer needs. Demonstrates a thorough knowledge of services provided. Puts the customer and community at the heart of work activities. Takes responsibility for resolving customer issues and needs.
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> Consults on and delivers team/unit goals and plans, with clear performance measures.

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • Takes into account organisational objectives when setting and reviewing team priorities and projects. • Scopes and manages projects effectively, including budgets, resources and timelines. • Manages risks effectively, minimising the impacts of variances from project plans. • Monitors progress, makes adjustments, and evaluates outcomes to inform future planning.
Resources Finance	Adept	<ul style="list-style-type: none"> • Uses basic financial terminology appropriately. • Considers the impact of funding allocations on business models, projects and budgets. • Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition. • Prepares and evaluates business cases with due regard for long term financial sustainability. • Applies high standards of financial probity with public monies and other resources. • Identifies, monitors and mitigates financial risks.