

# Position Description (Employee)

## Project Manager

<b>Division</b>	<b>City Life</b>
<b>Business Unit</b>	<b>City Business and Safety</b>
<b>Grade/Band</b>	<b>Band 6</b>
<b>Date position description approved</b>	<b>10 May 2022</b>

### 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 Sydney Streets Project Manager develops and implements approaches to deliver and evaluate sustainable economic, social, cultural and environmental impacts through the Sydney Streets program (“the program”). Working with a multi-disciplinary team, and partnering with diverse stakeholders, the primary purpose is to engage and facilitate successful participation of local businesses in the program.

### 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 business engagement, promotional and (business) approval activities with the project team and other stakeholders to ensure timely completion of tasks.
3. Develop and implement methods and tools to support effective and efficient business engagement and communications that facilitate streamlined approval processes for business and high levels of participation.

4. Provide high-level advice internal and external to the organisation.
5. Coordinate the monitoring of business activities and activations, in partnership with key internal and external stakeholders, during events and liaise with authorities to ensure vibrant and safe events, where required.
6. Develop and report on an evaluation and data collection plan (including business and community surveys) covering the economic, social, cultural and environmental impact of each event and the program as a whole.
7. 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.
8. Lead and project manage initiatives aimed at incrementally increasing the opportunities and capabilities for community led and self-sustaining road closures in the future.
9. Keep informed of relevant legislation applicable to the night-time economy that affects the performance of the duties in this position.
10. 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 high volume and time constrained environment.
- Establishing and maintaining effective partnerships with multiple internal and external stakeholders and consulting effectively to drive strategic objectives.
- Leading the development of initiatives and strategies with a diverse range of internal and external key stakeholders to establish self-sustaining community-led events.

## Key relationships

Who	Why
<b>Internal</b>	
Night Time City Manager	<ul style="list-style-type: none"> <li>• Receive advice and report on progress towards business objectives and discuss future directions.</li> <li>• Provide expert advice and contribute to decision making.</li> <li>• Identify emerging issues/risks and their implications and propose solutions.</li> </ul>
SS Project Team (Major events, marketing, outdoor spaces, customer service)	<ul style="list-style-type: none"> <li>• Lead discussions and decisions regarding key project activities and deliverables related to business.</li> <li>• Provide expert advice on a range of project related issues and strategies.</li> <li>• Optimise engagement to achieve defined outcomes.</li> <li>• Manage expectations and resolve issues.</li> </ul>
Stakeholders (Health & Building, City Rangers, City Business, Safe City and other City departments)	<ul style="list-style-type: none"> <li>• Provide expert advice on a range of project related issues and strategies.</li> <li>• Optimise engagement to achieve defined outcomes.</li> <li>• Manage expectations and resolve issues.</li> </ul>

Who	Why
<b>External</b>	
Stakeholders (L&GNSW, NSW Police, TfNSW, Local businesses & chambers of commerce)	<ul style="list-style-type: none"> <li>• Engage in, consult and negotiate the development, delivery and evaluation of projects.</li> <li>• Provide expert advice on a range of project related issues and strategies.</li> <li>• Optimise engagement to achieve defined outcomes.</li> <li>• Manage expectations and resolve issues.</li> </ul>

## 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

## 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
	<b>Manage Self</b>	<b>Adept</b>
	Display Resilience and Adaptability	Adept
Relationships	Work Collaboratively	Intermediate
	Communicate and Engage Respectfully	Intermediate
	<b>Community and Customer Focus</b>	<b>Intermediate</b>
	Influence and Negotiate	Intermediate
Results	Deliver Quality Results	Intermediate
	Create and Innovate	Intermediate
	<b>Plan and Prioritise</b>	<b>Adept</b>
	Think and Solve Problems	Intermediate
Resources	<b>Finance</b>	<b>Adept</b>
	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
<b>Personal Attributes</b> Manage Self	Adept	<ul style="list-style-type: none"> <li>Initiates action on team/unit projects, issues and opportunities.</li> <li>Accepts and tackles demanding goals with drive and commitment.</li> <li>Seeks opportunities to apply and develop strengths and skills.</li> <li>Examines and reflects on own performance.</li> <li>Seeks and responds well to feedback and guidance.</li> </ul>
<b>Relationships</b> Community and Customer Focus	Intermediate	<ul style="list-style-type: none"> <li>Identifies and responds quickly to customer needs.</li> <li>Demonstrates a thorough knowledge of services provided.</li> <li>Puts the customer and community at the heart of work activities.</li> </ul>

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