GENERAL INFORMATION

Title: Project Manager
Division: People & Place Management
Reports to: Director
Direct Reports: 0

Classification: URA5

OUR ROLE AT RENEWAL SA

Renewal SA is leading the urban renewal of Adelaide on behalf of the Government of South Australia. We are the key organisation encouraging more people to live in South Australia by creating more housing opportunities within 10 kilometres of the CBD, encouraging more people to work in the city by boosting the economy and creating jobs, encouraging more investment in South Australia through the facilitation of development opportunities and encouraging more people to visit and spend time in the CBD and regional South Australia through our activation and place making programs. Renewal SA is committed to reducing South Australia’s urban sprawl by facilitating infill development opportunities and building within well-serviced locations. We are working to accelerate urban renewal through ongoing partnerships and engagement with industry, not-for-profit sectors, community and all levels of government. By encouraging good design and quality home building, we facilitate the regeneration of neighbourhoods to meet future community needs.

OUR VALUES

Our values are essential to creating the positive working environment we need to achieve our business goals. These values express how we expect to be treated and how we treat others. They also convey to people outside the organisation what we stand for and how they will be treated as customers and stakeholders.

Accountability: We hold ourselves responsible for the work we deliver and how we deliver it.
Unity: We embrace a team spirit. We seek opportunities to support each other’s objectives and understand and align ourselves to one vision.
Respect: We are courteous, listen and communicate openly. We value diversity and are considerate in the treatment of all people.
Excellence: We are committed to excellence in everything we do.
Fun: We have fun at work and celebrate our success.
ABOUT THE ROLE

Purpose
The Project Manager is responsible for managing and delivering urban renewal programs, projects and initiatives in accordance with approved delivery plans, within Renewal SA and Government guidelines with an approved business framework and according to stakeholder requirements and legislation. The role develops strategies, plans and targets to inform and support urban renewal development project implementation and the evaluation of project outcomes, delivers innovative project briefs, and develops, manages and implements project delivery plans for urban renewal projects which are managed according to budget parameters.

Reporting Relationships
The Project Manager:

- Reports to the Director and will maintain close relationships with Renewal SA leadership group members, project teams, and the wider Renewal SA team.
- Liaises with internal and external service providers.

Key Accountabilities

Project Management

- Strategies, plans and targets are developed and implemented, in order to effectively manage urban renewal development project implementation, and inform the evaluation of project outcomes.
- Knowledge and understanding of contemporary community development is maintained and applied, including for urban regeneration and community renewal and development.
- Commercial opportunities and desired social outcomes are identified researched and assessed and appropriate advice and plans are developed.
- Advice and assistance are delivered for the development of business strategies, and operating and capital expenditures, for inclusion in the Renewal SA business plan.
- Timely research, analysis and expert advice on complex issues and trends associated with urban renewal project delivery is provided to key stakeholders in the form of position and discussion papers.
- Expert advice is delivered to inform and facilitate the Project Delivery Department’s development activities and initiatives.

Project Administration

- Urban renewal projects are planned, implemented and evaluated to ensure the strategic, operational and financial outcomes of major projects are met.
- Project delivery plans are developed, managed and implemented for allocated projects which are managed according to budget parameters.
- The Project Management Framework (PMF) is understood and operated within to support the effective management of Renewal SA projects and ensure specific project objectives are met.
- High quality reports and briefings on the progress of projects, budgets and strategic objectives, are developed and delivered.
- Feasibility studies are coordinated and managed, reports and financial estimates are delivered and recommendations for forward programs are delivered to support financial and organisational requirements.
- Key milestones are tracked, progress and objectives are monitored and evaluated, and issues or actions are identified and managed.
Procurement, Compliance and Risk

- Procurement, compliance and risk processes and procedures are complied with by all stakeholders.
- Contracts and agreements are coordinated and managed with local government councils, government agencies and the private sector in accordance with clear briefs and protocols.
- Tender processes are coordinated and managed in accordance with Renewal SA procurement requirements and advice is delivered to the assessment and negotiation of contract variations.
- Project contractor and supplier performance is monitored and managed, and appropriate performance management is delivered, as required.
- Robust risk assessment processes are conducted and/or participated in to identify key areas requiring management and management plans are developed as required.

Communication

- Communication strategies for stakeholder engagement and management are developed, implemented and reviewed.
- Strong working relationships are developed and maintained with key stakeholders within and across agencies.
- Relationships are proactively managed in order to effectively resolve issues, and positive outcomes are achieved through negotiation with key stakeholders.
- Meetings, workshops, and the presentation of information, are initiated, facilitated and led with key stakeholders.
- Strategies for the initiation and development of new business partnerships which revolve around the delivery of innovative, project related design, technologies and approaches are investigated and developed.
- Respectful interaction is conducted with, and positive responses to comments and suggestions are provided to, people from diverse backgrounds and experiences.

Qualifications/Technical Requirements

Qualifications

- Tertiary qualification in Project management or a related field or demonstrated equivalent capabilities and experience is desirable.

Technical Requirements

- Demonstrated ability in delivering projects within deadlines and budget.
- High level skills in stakeholder engagement and management.
- Ability to manage contractors and other resources to ensure successful delivery of projects.
- Excellent communication skills, in particular, experience in presenting complex issues and findings in writing, such as reports, recommendations and briefing notes.
- Experience in developing and managing projects in accordance with timelines and budget.
- Experience in the development and management of contracts for the provision of community programs, civil works, building construction or associated services.
Key Competencies

- **Information Management** – Conceptualising; which means to demonstrate conceptual thinking and generate workable solutions.
- **Task Management** – Managing, Organising and Problem Solving; which means giving direction, managing and monitoring time, costs, activities to proactively set goals and explain and delegate the plans and activities with your charge, and the ability to deal with unexpected situations, acting on one’s own initiative and implementing solution.
- **People Management** – Guiding People; which means giving clear instructions, monitoring and adjusting individual’s results and maintaining discipline.
- **Interpersonal Management** – Advising and Customer Orientation; which means to give focused advice to others and develop relationship of mutual trust based in your credibility and expertise, and to guide clients by maintaining a relationship with them ensuring excellent service.
- **Personal Management** – Achieving Objectives, Engaging and Maintaining Safety and Wellbeing; which means demonstrating the effort, willingness and ambition to achieve results and reach objectives, and to demonstrate responsibility at work and commit oneself totally in order to offer high quality work, and reach objectives, and ensures practices are conducted in a safe environment and health risks are mitigated.

**Line Manager**  
**Name:**  
**Title:**  
**Signature:**  
**Date:**

**Occupant**  
**Name:**  
**Signature:**  
**Date:**

*I have read and understood the role and expectations of me.*