

Northern Peninsula Area Regional Council

POSITION DESCRIPTION

Position number	TBA	Date of last review	January 2024
Position Title	Project Manager, Building and Infrastructure		
Award	Queensland Local Government Industry (Stream A) Award – State 2017		
Classification	Band 3 Level 1 or 2 (dependent on skills, qualifications, and experience)		
Department	Building & Infrastructure		
Section			
Location	Umagico		
Employment Type	Full-time, Fixed-term contract		
Hours of Duty	38 hours per week		
Supervisor	Executive Manager Building and Infrastructure		
Direct Reports	Nil		

ORGANISATIONAL ENVIRONMENT

Our Vision - Where do we want to be in 5 years?

Build a sustainable, culturally vibrant and connected community

Our Mission - How will we achieve our Vision?

By growing indigenous and local opportunities, enhancing, preserving, and protecting our unique physical environment and unique Cultural Heritage, prolonging and enriching the lives of our People, promoting unity and leading multi-generational change.

Our Values - What do we believe in?

1. Community Focused
2. Respect and support for environment, culture, and our people
3. Transparency and accountability
4. Working with Stakeholders to plan and actively share responsibility for improving sustainable service provision for community
5. Providing a safe and healthy working environment

CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2019*, the *Queensland Local Government Industry (Stream A) Award – State 2017*, Council's policies and procedures, Council's Code of Conduct, and other legislative requirements.

WORK HEALTH AND SAFETY RESPONSIBILITIES

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice
- Council's Workplace Health and Safety Policies and Procedures
- instructions given by their manager in respect of the Health and Safety of themselves and the Health and Safety of other persons

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

PRIMARY OBJECTIVE OF POSITION

The primary aim of this position is to coordinate the delivery of capital - Building and Infrastructure projects that are referred by the organisation to be project managed. The projects are usually major and critical to the success of the Region and involve several areas of Council in respect of input and accountability. Projects may include such areas as Housing development, Building and various Infrastructure upgrades. They are funded from OPEX and CAPEX budgets.

KEY ACCOUNTABILITIES

Project Management

- Ensuring that Council's projects are managed using Council's project management method, relevant legislation, appropriately administered (project governance), coordinate project labour and materials, and delivered on time and within budget.
- Interfacing between the project and the Building and Infrastructure areas of Council to ensure that communication is undertaken to facilitate project outcomes as well as consultation with other professionals, technicians, and tradespersons.
- Designing and applying contemporary project management methods and standards to each project including tender specification development and contract management.
- Preparing and maintaining budgets, stage and exception plans for projects as well as managing project risk including the development of contingency plans.
- Reporting to the Executive Management Building and Infrastructure (and MANEX) to ensure the overall direction and integrity of projects through production of reports.
- Maintaining an awareness of potential interdependencies with other Council work schedules and their impact on each other.
- Conducting a project evaluation review to assess how well the project was managed and preparing any follow-on action recommendations.
- For capital projects, providing the interface between the project sponsor and the project team.

Other

- Ensure that budgets are prepared, and expenditure is mapped against forecasts.
- Participate in staff meetings and other forums aimed at improving the performance of Council and its culture.
- Contribute to the preparation of Reports to Council as required.
- Prioritise own tasks to meet deadlines considerate of the needs of other sections of Council.
- Maintain knowledge of current trends in Project Management sector as they relate to this position.

SELECTION CRITERIA

Essential

1. Relevant professional tertiary qualifications in project management (PMBOK), engineering, or a similar discipline or a recognised trade qualification, and/or significant experience in a similar role of at least 5 years.
2. A comprehensive knowledge of project management including the management of projects and contracts, in particular major infrastructure projects.
3. A record of achievement in a senior project management role responsible for the managing multiple projects concurrently to a high level in a medium size organisation involving other professionals, technicians, and tradespersons.

4. Demonstrated personal competencies, including effective communication skills (written, verbal and non-verbal), ability to successfully negotiate for outcomes, sound decision-making skills, and genuine commitment to consultation and engagement with other stakeholders.
5. Sound knowledge of Local government and other legislation as well as grant acquittals that relate to the management and delivery of projects.
6. Hold Current Queensland Drivers' manual License.
7. Demonstrated understanding of regulations that apply to infrastructure projects.

Desirable

8. Experience working with systems that are used to facilitate project management (eg. Capital Portfolio and Project Briefs) would be well regarded.

PERFORMANCE INDICATORS:

1. High level compliance with timeframes for delivery of projects (on time, right quality, and affordable cost).
2. Provide good customer service to sections of Council and the community.
3. Other targets as agreed between the Executive Manager
4. Building and Infrastructure and Project Manager.
5. Ability to complete both work and manage workload at a satisfactory standard that meets the requirements of Council.