



Northern Peninsula Area Regional Council

Employment Opportunity

PROJECT MANAGER, BUILDING AND INFRASTRUCTURE.

The Northern Peninsula Area Regional Council's mission is to support the provision of high standard local government services and economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water, and native vegetation resources, whilst protecting the rights and interests of both the individual and the communities.

In this role you will have the opportunity to:

The primary aim of this position is to coordinate the delivery of capital and operational 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.

The Building & Infrastructure Project Manager will oversee and manage infrastructure projects from initiation to completion while ensuring they are on-time, within budget, and meet quality standards. They will be responsible for planning, organizing, and monitoring the entire project life cycle while collaborating with cross-functional teams to ensure that project objectives are met.

In return for your valued contribution, you will be rewarded with:

- Full-time, Fixed- Term Contract
- \$98,460 - \$110,00 per annum, plus superannuation
- 36.25 hours per week
- 5 Weeks Annual Leave
- 15 Days sick leave per annum
- Cultural Learning and development opportunities
- Employee Assistance Program

The successful applicant will have:

Essentials

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 development / 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 Building and infrastructure projects.
8. Develop project plans and budget estimates for Building and infrastructure projects.

Desirable

9. 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, Operations and Project Manager.
4. Ability to complete both work and manage workload at a satisfactory standard that meets the requirements of Council.
5. Experience working in a Local Government or willing to comply with the LG Structure within the Northern Peninsula Area Regional Council
6. Hold a Current "C" Class Queensland Driver's License, which is highly desirable.

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

Are you ready to catapult your career?

For us to assess if you're the one we are searching for, it is mandatory that you submit your Resume, a Cover Letter and a Full statement of claims addressing the Selection Criteria and submit your application to hradvisor@nparc.qld.gov.au

The selection criteria can also be found on the Position Description, available to be downloaded from the vacancy on Council's website.

You may also contact the Human Resources Department on 07 40486613 and/or 07 40486614 for more information.

Pre-Employment Screening:

Please note, prior to an offer of employment being made, recommended candidates will be required to undertake a medical assessment (including drug and alcohol testing). Council may also complete a range of other pre-employment checks, such as references, employment history checks, working with children checks or a criminal history check.

Applications Close: 30th April 2024