

## Project Manager- Local Community Infrastructure

### Position Description

|                                                                        |                                                                                                                                              |                                                                              |                         |
|------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-------------------------|
| <b>Directorate</b>                                                     | Project Delivery and Waste                                                                                                                   | <b>Department</b>                                                            | Project Delivery        |
| <b>Reports To</b>                                                      | Local Community Infrastructure Coordinator                                                                                                   | <b>Direct Reports</b>                                                        | No                      |
| <b>Queensland Local Government Industry Award - State 2017 -Stream</b> | Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services | <b>Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level</b> | Schedule 1, Level 5 - 7 |

### Position Purpose

This position will provide specialist advice and manage a complex portfolio of multi-facet asset class projects for the Local Community Infrastructure Program (LCIP) to meet the needs of City of Moreton Bay's (Council) residents and ratepayers.

### Position Context

Having regard for the varying scope and complexity of work required to be performed by a Project Manager, this position has been approved as a broad-banded position. The intent is to allow the appointment of team members at an appropriate level based on their professional experience and the complexity of the tasks they will manage independently.

### Key Responsibilities and Outcomes

As a Project Manager and member of the Project Delivery team you will:

- Manage the development of a complex portfolio of multi-facet asset class projects from concept to delivery stage within the LCIP.
- Build strong relationships with internal and external stakeholders to ensure project deliverables and outcomes are achieved.
- Contribute to the fostering of ongoing positive working relationships with each divisional Councillor and communicate effectively and efficiently to ensure they are always aware of the progress of the projects in their division.
- Manage the approvals process and ability to secure approvals with minimal guidance.
- Undertake complex planning and investigation of projects including the investigation of alternate solutions, cost estimation and constructability considerations; and generate technical reports for consideration by management.

- Manage the infrastructure design process including coordination and management of internal and external stakeholders to ensure projects are run to schedule.
- Provide technical oversight, direction and guidance to the project team in order to achieve a high performance and continuous improvement culture.
- Adhere to Project Management Process Guidance and document management framework.

## Our Values

Our values:  
guiding how we  
work and shaping  
our future.



SEE THE PERSON.  
SEE THE CITY.



OWN THE SOLUTION.  
FOR TODAY AND  
TOMORROW.



FALL, LEARN, RISE.  
TOGETHER  
WE GROW.



THINK BIGGER.  
LET'S GO.

## Decision Making

|                    |                                                                                                                |
|--------------------|----------------------------------------------------------------------------------------------------------------|
| <i>Budget</i>      | \$5,000                                                                                                        |
| <i>Delegations</i> | Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register |

## Knowledge & Experience

- Comprehensive experience (6+years) delivering projects with multi-facet assets such as sporting facilities, road, stormwater, fields, clubhouse buildings, community buildings and bridge structures requiring progressive certification.
- Experience with initiation and development of projects from concept to delivery stages (or similar)
- Previous experience in program management and program level reporting highly advantageous.
- Comprehensive knowledge of project management principles and practices.
- Highly developed conceptual, investigative, analytical and problem-solving skills.
- Excellent time management skills and the ability to manage conflicting priorities and meet deadlines.
- Strong communication skills with an ability to communicate planning concepts and matters in a simple and concise manner (both verbally and in written form) and negotiate sustainable outcomes.
- Actively contribute to fostering a healthy, inclusive and well-connected workplace

## Qualifications

- Current C Class driver's licence.
- Valid Construction Induction Card (obtained or used within the past two years), or willingness to obtain prior to commencement.

## Success Profile

Level 5 - To perform at this level the team member will bring:

- Understanding of project management best practices, tools, techniques, market trends and product innovation.

- Knowledge of the development construction industry (design, building and construction).
- Sound knowledge and application of construction legislation, Australian standards and legal requirements in the administration of contracts.

Level 6 - To perform at this level the team member will bring:

- Proven understanding of sustainability frameworks, preferably a detailed understanding of sustainability tools.
- Application of project management best practices, tools, and techniques.
- Foster a strong network of consultant, authority, and contractor stakeholders.
- Strong relationship management, communication, and influencing skills
- Personal drive to achieve business targets and outcomes.
- Demonstrated commercial/financial acumen.

Level 7 - To perform at this level the team member will bring:

- Ability to build, manage and lead a high-performance, outcomes-oriented project team.
- Sound legal/ commercial knowledge

## **Remuneration and Progression**

Positions will be established with a range of Level 5 to Level 7, and team members will be appointed based on their demonstrated skills and experience commensurate with this framework.

Progression between Levels 5 and 7 will not be automatic. Reviews will be scheduled with each team member annually. Progression will be assessed on an individual basis with justification provided to the Manager for their consideration utilising the Project Manager Broad Banding Review Form, referencing the criteria outlined at each Level under this framework.

*Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.*