

Project Manager

Position Description

Directorate	Project Delivery and Waste	Department	Project Delivery
Reports To	Coordinator Project Delivery	Direct Reports	No
Queensland Local Government Industry Award - State 2017 -Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	City of Moreton Bay Certified Agreement 2025 EBA6 Wage Level	Schedule 1, Level 5 - 7

Position Purpose

This position will provide project management services to deliver a portfolio of multi-facet asset class projects (i.e. Roads, Intersections, Parks Sporting facilities) which meets the needs of Council's 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 within the Project Delivery team, you will be responsible for:

- Manage a complex portfolio of multi-facet asset class projects including administration, supervision and management of contracts through stages of procurement, award, construction, defects liability and maintenance periods.
- 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.
- Provide specialist engineering advice and ensure engineering works are undertaken in accordance with current construction legislation, Australian standards, Workplace Health and Safety requirements and accepted work practices.
- Manage the infrastructure design process including coordination and management of consultants to ensure projects are run to schedule.

- Resolve complex construction issues associated with multi-facet asset projects.
- Assess, recommend and reject progressive payment certificate claims made by contractors up to the accumulated value of the project.
- Ensure engineering works are undertaken safely and in accordance with relevant legislation and workplace health and safety requirements.

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 working in a position managing complex construction projects.
- Comprehensive experience delivering construction projects with multi-facet assets such as sporting facilities, road, stormwater, fields, clubhouse buildings and community buildings and bridge structures requiring progressive construction certification.
- Comprehensive knowledge and application of current construction legislation, Australian standards, Workplace Health and Safety requirements and accepted work practices.
- Considerable experience providing specialist engineering advice on project related matters and the ability to present complex engineering solutions.
- Demonstrated knowledge and applied understanding of engineering principles and practices.
- 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 influence and negotiate project outcomes.
- Actively contribute to fostering a healthy, inclusive and well-connected workplace.

Qualifications

- Construction Induction Card competency that has been used or obtained within the past 2 years.
- Current C class driver's licence

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.
- Ability to contribute to a positive culture and demonstrate behaviours consistent with our values. Service, Teamwork, Integrity, Respect and Sustainability.

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:

- Requirements of level 6 plus.
- Ability to build, manage and lead a high-performance, outcomes-orientated 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 6 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 Delivery 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.