

Position Title:	Project Manager
Position Number:	20080
Team:	Project Delivery
Division:	Infrastructure Services
Reporting To:	Principal Project Manager
Direct Reports:	Nil
Industrial Instruments:	Queensland Local Government Industry (Stream A) Award - State 2017 & Cassowary Coast Regional Council Certified Agreement 2023
Level:	7

THE ROLE

The Project Manager, reporting to the Principal Project Manager will be responsible for managing multiple capital works projects through the planning and development phase, from project initiation through to delivery readiness.

The position works closely with Project Sponsors, internal Council teams, consultants, stakeholders and funding agencies to define project requirements, develop project scope and budgets, coordinate investigations and design, obtain approvals, manage risks and establish projects for successful delivery.

KEY OUTCOMES

- Projects are appropriately defined, planned and developed through the pre-construction phase, including project scope, feasibility, preliminary budgets, design development, approvals, risks and delivery requirements.
- Projects are delivered to approved specifications and standards, and within approved timeframes and budget
- Project Management Plans are developed and delivered in accordance with Cassowary Coast Regional Council Project Management Framework
- Effective engagement with Project Sponsors and key stakeholders supports project planning, business case development, funding applications and readiness for procurement and delivery.
- All project management processes such as risk assessments, procurement, contract selection and administration are delivered in accordance with approved frameworks, standards, policies and processes
- All governance, safety and communication processes conform to Council policies
- Project management services are delivered in a professional, efficient, courteous and timely manner with a focus on a positive customer experience
- Project management staff are safe at work and around Council assets
- Project management staff continuously improve relevant project management skills and knowledge



KEY ACCOUNTABILITIES

- Define the overall scope of allocated projects and prioritise the tasks of projects
- Develop and maintain related project management plans and associated schedules, risk registers and governance structures in accordance with Project Management Framework
- Conduct project risk assessments to identify risks, and plans responses to treat the identified risks
- Coordinate project investigations, site assessments, feasibility activities and design development to support the definition and progression of projects.
- Work with Project Sponsors and key stakeholders to develop project requirements, preliminary budgets, business cases, funding submissions and project delivery strategies.
- Undertake all other individual project governance and management tasks in accordance with Council policies

KEY RESPONSIBILITIES

- Engage Project Sponsors to define project objectives and outcomes.
- Develop project scope, requirements, priorities and deliverables.
- Coordinate site inspections, investigations and feasibility assessments.
- Identify project constraints, opportunities, risks and dependencies.
- Develop preliminary project estimates, budgets and cashflows.
- Develop project programs and key project milestones.
- Coordinate concept and detailed design development activities.
- Identify and coordinate required project approvals and permits.
- Facilitate stakeholder meetings, workshops and reference groups.
- Support business cases and project approval processes.
- Develop and implement procurement plans in accordance with Council policy
- Undertake project contract selection and contract administration
- Undertake tender evaluations and participate in tender selection panels and make appropriate recommendations
- Create and update all necessary project documentation
- Create accurate cash forecasts for revenue and resource requirements
- Manage project expectations with external and internal stakeholders
- Schedule and manage project status reports and meetings
- Focus on client satisfaction and liaise with contractors and suppliers
- Mentor and supervise junior project team members
- Act as the main client contact for project activities
- Evaluate contractor performance
- Undertake lessons learnt workshops to ensure future projects incorporate any identified process improvements
- Coordinate and monitor projects through the entire project lifecycle
- Report and escalate issues when necessary
- Manage project performance with appropriate KPIs and measure project performance using appropriate systems, tools, and techniques
- Continuously follow up on the progress, risks, and opportunities of the project

- Make recommendations for project improvements
- Monitor project safety and ensure safety control measures are in place
- Ensure projects comply with relative Local, State and Federal legislation
- Comply with all Council Policies and Procedures including the Code of Conduct for Council Employees
- Undertake any other duties, projects or tasks as directed by the Principal Project Manager which generally fall within the scope of this position and are within the incumbent's skills, competence and training

BEHAVIOURAL COMPETENCIES

- Practices behaviours aligned with Council's Values (Grow Our Own, Be Courageous, Accountable to our Community, Make it Better and Work Smarter) and Code of Conduct for Council Employees in all interactions with internal and external stakeholders
- Exercises responsibility and takes an ownership role for Work Health and Safety, Environment Protection, Equal Employment Opportunity (EEO), Anti-discrimination, Recordkeeping, Risk and Privacy obligations
- Models professional and ethical behaviour
- Focuses on performance and meeting team goals
- Acts proactively, exercises initiative and seeks opportunities for continuous improvement
- Responds flexibly to change
- Commits to personal and professional development

SELECTION CRITERIA

Essential:

- Tertiary qualifications in Civil Engineering, Construction Management, Project management or a related technical discipline, or equivalent relevant experience
- Australian Institute of Project Management (AIPM) Certification or Project Management institute (PMI) Certification or the ability to obtain
- Demonstrated, significant, relevant experience delivering multiple projects from inception to completion
- Demonstrated experience in project initiation, scope development and feasibility assessment.
- Demonstrated understanding of project governance, risk management and procurement processes.
- Related contract management, superintendence experience
- Demonstrated experience applying PMBOK, Prince 2 or Australian Standard Project Management Procedures
- Excellent written and verbal communication skills
- A high level of organisational skills and attention to detail
- The ability to work under pressure and meet deadlines
- The ability to work autonomously and within a team environment
- Demonstrated experience in assuming accountability for the delivery of quality outcomes
- Developed and proven stakeholder negotiation and problem-solving skills
- Ability to demonstrate behavioural competencies
- Highly developed computer literacy
- Current Queensland Class C driver's license

Desirable:

- Knowledge of Far North Queensland Regional Organisation of Councils (FNQROC) suite of regional procurement contracts
- Project delivery experience in a local government context

OUR ORGANISATIONAL EXPECTATIONS

▪ **Equity and diversity**

We are an equal opportunity employer and actively encourage diversity

We recognise the unique contribution First Nation people make to our workplace and our community and we strive to strengthen and develop connections through understanding, learning, and seeking opportunities to support a community connected to culture and Country

▪ **Work Health and Safety**

All employees are required to adhere to Councils Work Health and Safety Policy Statement and be committed to maintaining a healthy and safe work environment