

Project Manager

POSITION DESCRIPTION



Position Number:	3257
Department:	Regional Services
Section:	Project Delivery
Position Status:	Contract Full Time
Classification:	Limited Term Contract
Reports To:	Manager Project Delivery
Revised:	May 2023

General Position Statement

This position is responsible for the successful delivery of projects funded under Councils Capital Works Program. The Project Manager is responsible for establishing the overall project delivery plan from the award of contract/s from design through to construction and project close out, ensuring completion is within budget and prescribed timeframes and the achievement of project outcomes.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Manage and coordinate the delivery of approved Capital projects including the establishment of the project resource plan that will ensure outcomes are achieved within budget and timeframes.
- Prepare project briefs, tender documentation, carry out tender evaluation and undertake project management including supervision of staff and contractors.
- Perform the role of Contract Superintendent/Principal's Authorised Person as necessary.
- Provide leadership in regards to project time, cost, quality, communications and project scope.
- Oversee site construction of awarded contracts including site inspections.
- Prepare reports as required that may include but not limited budgets, project progress and management reports.
- Engage with key stakeholders in relation to project delivery and completion including but not limited to Government agencies, community members and contractors.
- Provide reports, recommendations and advice on technical matters and project activities.
- Ensure all work is undertaken in accordance with relevant legislation and Australian Standards.
- Develop and document work practices and procedures as required.
- Refer matters that may impact upon the business, Council and employees to the relevant Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

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Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Proven track record in delivering large capital projects within required timeframes, budgets and quality constraints.
- Demonstrated experience in the preparation of tender specifications, contract management and the management of work programs.
- Comprehensive understanding and demonstrated application of current project management principles and working knowledge of legislation and Australian Standards applicable to the role.
- Demonstrated experience with the management and supervision of project staff, consultants and contractors.
- Proven stakeholder management and negotiation skills in working cooperatively with elected members, consultants, contractors, members of the public, government agencies and businesses.
- A significant level of understanding of budgets, control of budgets and cost controls at the project budget level.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.
- Manage Resilience and Wellbeing – Commitment and the ability to participate in safety programs to support safety, health and wellbeing in the workplace.
- Ability to effectively operate Council's computer systems including the Ci Anywhere Suite (R1 and ECM), MS Office Suite and other relevant systems in relation to works planning, control and costing.

Qualifications

- Tertiary Qualification in Project Management, Engineering (or related discipline) and/or substantial experience within a Project Management role.

Desirable Qualifications and Experience

- Experience in a local government environment and an understanding of the procedures, principles and legislation.
- Accumulating experience and knowledge towards registration as a Registered Professional Engineer Queensland (RPEQ).

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Behaviours

- *Customer Service* – Ensure service delivery and advice remain focused on Council's customers and community outcomes.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Act in accordance with Council's Code of Conduct.
- *Council Values* – Demonstrate behaviours aligned to Council's values: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development*.

Additional Requirements

- Ability to work in an office and outdoor environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised in accordance with Council's Occupational Risks and Immunisation Register.
- Ability to work with screen based equipment over long periods with prescribed rest breaks.

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	