

# POSITION DESCRIPTION

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<b>Position Title:</b>	Project Manager
<b>Position Number/s:</b>	INF-011
<b>Employment Type:</b>	Full Time, Permanent
<b>Agreement:</b>	Charters Towers Regional Council Union Collective Certified Agreement 2023
<b>Award:</b>	Queensland Local Government Industry (Stream A) Award – State 2017
<b>Classification:</b>	Level 8
<b>Directorate:</b>	Infrastructure Services

## POSITION OBJECTIVE

This position is responsible for the coordination and successful delivery of Council's infrastructure projects. This position will work closely with the Infrastructure Managers, Project Management Office (PMO), individual consultants, and contractors, to deliver the requisite planning, monitoring, financial oversight, regulatory compliance, construction management and commissioning necessary to deliver the approved infrastructure projects.

The position's primary role is to support the Infrastructure Services Management team with managing the delivery of high risk, complex and specific infrastructure projects. The role will provide direct input to the management and governance of projects with a special emphasis on regulatory requirements. The role will be responsible for ensuring projects are managed in accordance with Council Project Management Framework which is based on the Project Management Body of Knowledge (PMBOK) structure.

## ORGANISATIONAL RELATIONSHIPS

Reports to:	INF-001 Executive Manager Infrastructure Services
Directly supervises:	INF-061 Project Delivery Officer

## ORGANISATIONAL VALUES



## OUR VALUES

We are a *Community* focused  
*Team* who are *Respectful*  
and *Consistent*

## DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

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## KEY RESPONSIBILITIES

1. Manage and deliver specific infrastructure projects generally within, but not limited, to the following service areas:
  - Road Network Operations and Planning
  - Water and Wastewater Infrastructure Planning
  - Council Facilities
  - Water and/or Wastewater Treatment
  - Reticulation Systems (water and/or wastewater)
2. Ensure designated projects are delivered in accordance with sound project management methodology and Council's Project Management Policy including governance management, risk management, issue management, stakeholder communications and reporting.
3. Liaise with stakeholders and work with appropriate areas across Council and external contractors to provide seamless project coordination and reporting.
4. Contribute to project development/capital works in all phases of the project lifecycle including project initiation, scope of work, tender documentation, P90 cost estimates, planning, delivery, implementation, and project close in accordance with the Project Management Framework.
5. Coordinate and liaise with project owners, managers, and a range of other key stakeholders to develop relationships with a focus on delivering quality customer service and sustainable project outcomes.
6. Coordinate, in liaison with Council stakeholders and/or appointed Consultants, regular Program Management meetings and reporting requirements.
7. Manage and deploy financial, human and asset resources to optimise Council's performance and meet the needs of the community.
8. Responsible for reporting requirements for projects including governance, funding agreement and regulatory reporting.
9. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the Work Health and Safety Act 2011. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Officers also have obligations to ensure consultation takes place for issues and changes that may impact safety. Officers have a duty to exercise due diligence to ensure the organisation complies with the applicable laws.
10. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

## POSITION REQUIREMENTS

### Essential:

- Successful experience in providing strong, decisive leadership and project management of public Infrastructure generally in the areas of:
  - Road Network Operations and Planning
  - Water and Wastewater Infrastructure Planning
  - Council Facilities
  - Water and/or Wastewater Treatment
  - Reticulation Systems (water and/or wastewater)
- Experience in engaging the community and stakeholders to ensure future direction and needs are clearly defined and met providing excellence in customer service.
- Ability to provide effective workforce management with a focus on performance, building workforce capability, a strong positive work environment, and a workforce culture consistent with Council's vision, mission and strategy.

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- Competence in the effective management of human, financial, physical and other resources to achieve Council's business objectives and to meet the needs of the community.
- Experience in (or ability to develop capability) representing and promoting a critical service delivery function within the community, business sector, other local authorities, government and broader environment and build and maintain positive working relationships.
- Plan, execute and complete programmes and projects relating to areas of accountability, within set timeframes.
- Prepare or provide input into the development of the Infrastructure Services budget.
- Monitor and advise Manager Engineering and Delivery on progress against budgetary expenditure in areas of financial responsibility.
- Responsible for making and keeping records in accordance with legislation, information standards, and other relevant guidelines and procedures, and ensuring records are captured in the authorised record keeping system.

## **Education/Qualifications:**

### **Essential:**

- Qualifications in Project Management or Diploma in Project Management.
- General Queensland Construction Induction Card.

### **Desirable:**

- Bachelor of Engineering in Civil, Mechanical, Water and Wastewater or equivalent.
- Certified Practising Project Manager (CPPM) or ability to obtain within twelve (12) months of employment.

### **Licences:**

- Possession and maintenance of a Queensland 'C' Class Driver Licence.

## **PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT**

- This position requires sufficient physical ability to work in a shared office setting, which involves prolonged periods of sitting and/or standing at a desk and operating a computer and telephone.
- This position is required to carry out light to moderate manual handling, bending, kneeling, twisting, squatting, lifting and carrying.
- This position will require the incumbent to undertake periodic field visits.
- This position will be required to travel.

Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Council's P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

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## POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

**Manager:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_

**Executive  
Manager:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_

## POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

**Incumbent:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_