POSITION DESCRIPTION

Position Title:	Project Manager - Disaster Recovery Funding Arrangements (DRFA)
Position Number/s:	INF-L68
Employment Type:	Full Time, Limited Tenure until 30 June 2028.
Hours of Work	72.5 hours per fortnight, nine (9) day RDO
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement
Award:	Queensland Local Government Industry (Stream A) Award – State 2017
Classification:	Level 8
Location:	Council's Highway Depot Charters Towers
Directorate:	Infrastructure Services
Department	Operations

POSITION OBJECTIVE

Reporting to the Manager Operations, this position is accountable for the management and delivery of Council's Disaster Recovery Funding Arrangements (DRFA) infrastructure recovery program, a complex, multi-year capital program, in accordance with Council's Project Management Framework.

It is the primary interface between Council and its consultants, contractors, appointed Superintendent and government agencies, and is responsible for managing delivery, expenditure, claims, risk and contract performance, and maintaining auditable project records.

The role resolves program matters independently within approved delegations, and escalates material financial, contractual, safety, reputational or strategic risks with a recommended course of action.

ORGANISATIONAL RELATIONSHIPS

Reports to: INF-200 Manager Operations

Directly supervises: Nil

ORGANISATIONAL VALUES



DELEGATIONS

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

CHARTERS TOWERS
REGIONAL COUNCIL

POSITION DESCRIPTION

KEY RESPONSIBILITIES

1. Lead and manage Council's DRFA infrastructure recovery program, including program planning, prioritisation, scheduling, milestones and completion activities across multiple work packages from assessment through to close-out, in accordance with Council's Project Management Framework.
2. Act as Council's primary contact with the engaged project management consultant(s), other consultants, contractors and relevant agencies; set clear expectations, manage performance and resolve delivery and coordination issues.
3. Exercise independent professional judgement to resolve program issues within approved delegations, and promptly escalate significant financial, contractual, safety, delivery or reputational risks with evidence-based recommendations.
4. Manage program budgets, expenditure, cash-flow forecasts, cost-to-complete and DRFA funding compliance, including QRA submissions, supporting evidence, claims and acquittals, in collaboration with Finance and consultants; prepare or provide input into the development of the Infrastructure Services capital budget.
5. Lead Council's review of technical scopes, designs, procurement and tender recommendations; manage contract delivery, payment claims, variations, delays and defects while respecting the Superintendent's and authorised officers' formal powers.
6. Ensure workplace health and safety, environmental and quality assurance requirements are met through competent personnel, including proportionate site inspections, corrective actions and professional engineering input or RPEQ involvement where required.
7. Maintain reliable risk, issue, action, decision and document records in accordance with legislation and Council's recordkeeping requirements, ensuring Council approvals, supporting evidence and program information are accurate, accessible, captured in the authorised recordkeeping system and audit ready.
8. Prepare concise weekly exception dashboards and monthly executive, Council and Project Leadership Team reports covering progress, finances, risks, safety and decisions required; represent Council with funding bodies, government agencies and community stakeholders, and coordinate appropriate stakeholder communications.
9. Oversee practical completion, defects, asset handover and funding close-out; drive continuous improvement in delivery efficiency, program governance, consultant oversight and value for money while complying with Council policies.
10. Manage and deploy the financial, human and physical resources allocated to the program, and contribute to the development of program governance procedures, templates and reporting frameworks, to optimise Council's performance and meet the needs of the community.
11. 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 willfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Supervisors also have obligations to ensure consultation takes place for issues and changes that may impact safety.
12. 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

| Knowledge, skills and abilities |

Essential

- Significant demonstrated experience managing complex civil infrastructure construction, disaster recovery, roadworks or comparable multi-project programs, including remote or regional works.

- Strong contract administration and commercial judgement, including practical understanding of superintendent functions, claims, variations, extensions of time, payment recommendations, contractor performance and dispute processes.
- Demonstrated ability to manage external consultants and multiple contractors, set clear expectations, independently resolve routine issues and exercise sound judgement about escalation.
- Demonstrated capability in program scheduling, budget monitoring, forecasting, financial reporting, risk management and identifying funding and delivery exposure.
- Working knowledge of public-sector procurement, governance, probity, delegations and defensible recordkeeping, or demonstrated ability to apply these requirements promptly.
- Ability to interpret technical scopes, engineering advice, specifications, quality and safety records and prepare clear recommendations without working outside professional competence.
- High-level negotiation, stakeholder management, written communication and reporting skills, including concise reports for executives and Council.
- Proficiency with Microsoft Office and project scheduling, financial, contract and document-management systems, and ability to quickly learn Council-specific systems.
- Demonstrated commitment to WHS, environmental compliance, service quality, professional integrity and accountable use of public resources.
- Well-developed interpersonal, written and verbal communication skills, with the ability to work collaboratively with operational personnel, contractors, regulatory authorities and stakeholders at all levels to develop solutions.

Desirable:

- Experience delivering projects funded under DRFA, Queensland Reconstruction Authority programs or comparable government disaster recovery funding arrangements.
- Knowledge of relevant Queensland local government operations, regional roads and drainage infrastructure, construction standards and quality assurance processes.
- Experience managing projects during significant weather events and coordinating disaster-related evidence, recovery works and funding acquittals.

| Education/Qualifications |

Essential:

- Certificate IV in Project Management (or higher) or a relevant discipline and/or a tertiary qualification in Civil Engineering, Construction Management, or a closely related discipline and/or relevant demonstrated experience in a similar role.

Desirable:

- Formal project management qualification or certification (e.g. Certified Practising Project Manager (CPPM), PMP or PRINCE2) or ability to obtain within twelve (12) months of employment.
- Bachelor of Engineering (Civil) or equivalent tertiary qualification.

| Licences |

Essential:

- Possession and maintenance of a current Queensland ‘C’ Class Driver Licence.
- General Queensland Construction Induction Card.

INHERENT REQUIREMENTS AND WORKING ENVIRONMENT

Inherent Requirements

The following are essential to performing this role safely. Council will consider reasonable adjustments to help a person meet these requirements.

- Performing both office-based and field-based activities including periodic site inspections in accordance with relevant safety requirements.
- Sit or stand at a workstation and use a computer, keyboard and telephone for extended periods to complete administrative duties
- The position requires regular travel to construction sites and remote rural locations, including work in hot, wet or otherwise adverse weather conditions and on uneven ground.
- Wear required personal protective equipment (PPE) for extended periods, including high-visibility clothing, safety boots, sun protection, gloves and eye and hearing protection where required.
- Drive a Council vehicle to work sites across the region, including on unsealed roads, and frequently enter and exit the vehicle to undertake site inspections and project activities.
- Maintaining accuracy and concentration when reviewing project, financial and contract information, preparing reports and maintaining compliance records.
- The position is primarily office-based at Council's Highway Depot, Charters Towers.
- The position may require working independently or as part of a team at various locations throughout the Council region, including remote or isolated work sites.
- Occasional work outside ordinary hours may be required to assist during significant incidents, critical recovery activities or urgent delivery matters.

Pre-Employment Checks, Health Monitoring and Immunisation

This position is required to complete a satisfactory health declaration, and a pre-employment medical assessment including a drug and alcohol screen, based on the inherent requirements above. A national criminal history check may also be undertaken with the applicant's written consent.

Council takes all reasonably practicable steps to provide a safe and healthy workplace and to prevent occupational disease. Under Council's P0199 Vaccinations and Health Monitoring Procedure, this position is listed on Council's health monitoring register and is not included in the Workplace Immunisation Program.

POSITION DESCRIPTION

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: _____