

Burdekin Shire Council is currently seeking applications for an experienced Project Manager tasked with the delivery of Council's major capital projects.

The role includes the development of project briefs, compilation of appropriate contract documentation, production of detailed plans, specifications and estimates for civil works up to \$10,000,000. Management and coordination of external contractors appointed to execute awarded packages for design and construction of major capital works is also a feature of the role.

The Position

The key responsibilities include:

- Work under general direction of the Director of Infrastructure, Planning and Environmental Services, Manager of Operations and Manager Water and Wastewater to project manage major capital works projects.
- Maintain a detailed program schedule for major capital works.
- Provide detailed monthly financial and progress reports to the Major Projects - Project Control Group.
- Quarterly progress and financial reporting to government funding agencies.
- Coordinate and project manage consultancies tasked with the development of the concept, preliminary and detailed designs for assigned projects.
- Coordinate and project manage statutory approval processes such as development, operational works and environmental approvals.
- Liaise with utility providers and State Government entities (TMR, QR, DES and DNRME) to negotiate required way leave approvals and permits consistent with major project corridor requirements during project design and construction.
- Produce and review detailed budget estimates for Council and State Government departments.

The Person

The successful applicant will possess the following attributes at a minimum:

- Up to ten (10) years of recent professional experience in the design and delivery of major civil projects including client-side project management.
- Diploma or Degree specialising in Project Management from a recognised institution or a Bachelor of Engineering (Civil).
- Geographical Information Systems (GIS) experience.
- Demonstrated knowledge of statutory requirements including Industry Standards and Legislation.
- Current Queensland "C" class driver's licence.
- Construction Induction White Card.

Applicants should familiarise themselves with the entire position description.

This position is being offered under a 2-year fixed term contract with the commencing salary dependent upon the skills and experience of the successful applicant.

Applications for **20/19 – Project Manager – Major Projects** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria
- Copies of relevant qualifications and licences

Applications can be submitted using one of the following methods (Word or PDF format is preferable):

- Email – employment@burdekin.qld.gov.au
- Mail – Confidential Application No. 20/19, PO Box 974, Ayr Qld 4807

Applications close on Tuesday, 21 April 2020 at 5.00pm.

For further information please contact Wayne Saldumbide – Manager Operations on (07) 4783 9800.

It is essential to respond to each criterion with one or two paragraphs explaining how you have demonstrated each skill or quality, with examples from your work experiences. Short-listing of candidates will be based upon an assessment of how well the following selection criteria are addressed.

Essential

1. Up to ten (10) years of recent professional experience in the design and delivery of major civil projects including client-side project management.
2. Diploma or Degree specialising in Project Management from a recognised institution or a Bachelor of Engineering (Civil).
3. Geographical Information Systems (GIS) experience.
4. Demonstrated knowledge of statutory requirements including Industry Standards and Legislation.
5. Current Queensland “C” class driver’s licence.
6. Construction Induction White Card.

Desirable

1. Institute of Engineers Australia membership.
2. Registration as Professional Engineer of Queensland (RPEQ).

Position Number	TBA
Classification	Contract
Level	Manager 2
Reports To	Manager Operations
Place of Employment	Council Depot, 25-51 Jones Street, Ayr

Position Objective

Be the principal project manager tasked with the delivery of Council's major capital projects.

The role includes the development of project briefs, compilation of appropriate contract documentation, production of detailed plans, specifications and estimates.

Management and coordination of external contractors appointed to execute awarded packages of works in the delivery of Council's major capital works program is also a feature of the role.

Reporting regularly to the Burdekin Shire Council (BSC) Major Projects – Project Control Group (PCG) and State or Federal funding or portfolio agencies to ensure effective communication of program status, estimated delivery timeline and budget forecast versus estimate.

Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly, the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Work under general direction of the Director of Infrastructure, Planning and Environmental Services, Manager of Operations and Manager Water Wastewater to project manage BSC major capital works projects.
- Maintain a detailed program schedule for major capital works.
- Provide detailed monthly financial and progress reports to the Major Projects PCG.
- Quarterly progress and financial reporting to government funding agencies.
- Compile and maintain thorough and concise documentation and records for all major projects undertaken.
- Coordinate and project manage consultancies tasked with the development of the concept, preliminary and detailed designs for assigned projects.
- Coordinate and project manage statutory approval processes such as development, operational works and environmental approvals.
- Liaise with utility providers and State Government entities (TMR, QR, DES and DNRME) to negotiate required way leave approvals and permits consistent with major project corridor requirements during project design and construction.
- Liaise with residents or commercial stakeholders impacted in the delivery of works, providing timely notifications of potential loss of service or property access.

- Regular liaison with internal and external project stakeholders to maintain strict adherence with program milestones and deliverables.
- Produce and review detailed budget estimates for Council and State Government departments.
- Coordinate tendering of work package releases, evaluation of submitted tenders and compilation of reports and recommendations to Council as required.
- Undertake contract management tasks, including inspection, superintendency, supervision and administrative tasks.
- Other duties as may be required by your supervisor.
- Provide excellent customer service and to actively work to solve customer problems.
- Ensure all corporate information is captured within Council's business systems adhering to recordkeeping policies and procedures.

Position Requirements

Knowledge

- Detailed knowledge of the fundamentals and principles of Project Management gained through education and experience.
- Detailed knowledge and understanding of statutory requirements including Standards and Legislation.
- Understanding of and commitment to equal employment opportunity and workplace health and safety principles, practices and legislation.
- Sound knowledge of Microsoft Office suite of programs including MS Project, Word and Excel.
- Detailed knowledge of Council's policies, programs, procedures, and practices.
- Understanding of Council's financial reporting, recording and enterprise content management systems.

Skills

- Advanced project management skills.
- Advanced civil engineering skills.
- Well-developed written communication skills including report writing and record-keeping.
- High level of consultative, interpersonal and negotiation skills.
- Sound leadership skills.
- High level of customer service skills.
- Well-developed time management skills.
- Advanced analytical and problem-solving skills.

Abilities

- Ability to liaise with and moderate a range of technical and non-technical stakeholders to achieve workable project outcomes.
- Ability to work in team environment.
- Ability to deliver assigned major projects and programs on time and within budget.
- Ability to provide effective interaction, timeliness and quality of advice and technical support to internal staff and external project teams.

Other Requirements

- Commitment to a work environment based on Council's values and guiding principles.
- Practice a work approach that supports and motivates individual, team and corporate achievements.
- Personal characteristics of honesty, integrity, enthusiasm, adaptability, commitment and the ability to deal with pressure.

Experience and Qualifications

- Up to ten (10) years of recent professional experience in the design and delivery of major civil projects including client-side project management.
- Diploma or Degree specialising in Project Management from a recognised institution.
- Bachelor of Engineering (Civil).
- Queensland "C" class driver's licence
- Construction Induction White Card.
- Geographical Information Systems (GIS) experience.
- Registration as Professional Engineer of Queensland (RPEQ).
- Institute of Engineers Australia membership.
- Department of Main Roads Working in Proximity to Traffic Parts 1 & 2.

Organisational Relationships

- Works under broad direction.
- Manages a department/section or operates as a senior specialist.

Extent of Authority

- Manages a work area of Council at a higher level of ability.
- Authority to implement and initiate change in area of responsibility within organisational goals and constraints.
- Exercises control of organisational elements, accountable for the quality, effectiveness, cost and timeliness of programs/projects under their control.
- Solutions to problems require an analytical approach and elements of development and creativity within the scope of divisional/corporate policies.
- Methods, procedures and processes are less well defined, and employees are expected to contribute to their development and adaptation.

Core Competencies

These competencies relate to positions at this Award level:

Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.
- Set the goals and parameters.
- Identify major issues.

- Ensure that all team members know the goals, parameters, and major issues.
- Facilitate input by team members.
- Make timely decisions.
- Assign tasks.
- Coach team members.
- Ensure that the team monitors progress, analyses results, and make appropriate changes.
- Establish and maintain an effective team environment.

Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.
- Explore customers' expectations and base the service on this knowledge.
- When appropriate, treat major customers like business partners in designing Council's services.
- Develop and implement strategies to coach and train colleagues and teams to improve customer service.

Communication

- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences.
- Clearly express opinions, ideas, and information to colleagues.
- Provide complex information in plain language.
- Speak in a manner that suits the audience.
- Actively listen.
- Develop and implement strategies to coach and train colleagues and teams to improve the quality of written and verbal communication.

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.
- Implement strategies for improving quality.
- Monitor implementation of strategies for improving quality and take necessary corrective action.
- Develop and implement strategies to coach and train colleagues and teams to improve the quality of work.

Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.
- Implement strategies for reducing adverse impacts on the environment.

- Monitor implementation of strategies for reducing adverse impacts on the environment and take necessary corrective action.
- Develop and implement strategies to coach and train colleagues and teams to reduce adverse environmental impacts

Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.
- Anticipate problems and risks and modify work methods appropriately.
- Develop and implement strategies to coach and train colleagues and teams to improve work health and safety.

Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.
- Analyse and improve efficiency in the workplace.
- Develop and implement strategies to coach and train colleagues and teams to improve workplace efficiency.

General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore, you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.

6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.