

**POSITION DESCRIPTION****PART 1 – POSITION DETAILS**

Position Title:	Manager Projects
Classification Level:	QLGIA (Stream A) Award State, Division 2, Section 1 - Level 8
Industrial Instruments:	Torres Shire Council Certified Agreement 2019
Date prepared/ Updated:	February 2021
Position Purpose:	<p>The focus of this position is to:</p> <ul style="list-style-type: none">• Under the guidance of the Director, Engineering and Infrastructure Services to project manage Council's local government, marine & building projects.• Provide project engineering support to relevant sections.
Reports To (Position Title):	Director, Engineering and Infrastructure Services
Roles Reporting To This:	<ul style="list-style-type: none">• On-site staff
Key Relationships / Interactions:	<ul style="list-style-type: none">• Director Engineering & Infrastructure Services• Manager Engineering Services• Works Manager• Engineering and Infrastructure Services Admin Support• WHS Advisor• HR Manager• Contractors• Consultants• Government Agencies• General Public
Decision Making Authority:	<p>The Chief Executive Officer, in accordance with the provisions of the <i>Local Government Act 2009</i>, will delegate authority to exercise such powers, delegations and judgements as determined necessary from time to time to enable the effective fulfilment of the requirements of the position.</p> <p>The position is accountable to the Director Engineering & Infrastructure Services in respect of the following matters:</p> <ul style="list-style-type: none">• Efficient and effective utilisation of resources;• For responsiveness to customers;• Health and safety in respect of any risk to health or safety in accordance with Workplace Health and Safety legislation and in accordance with Council's Policies & Procedures;



I hereby agree to abide by Council values and the *Local Government Act 2009* and that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the selection criteria represent the minimum requirements to perform the duties at the current level.

Signature of Incumbent:	
Print Name:	
Date:	/ /



PART 2 – KEY RESPONSIBILITIES

Key Result Area	Major Tasks
Job Specific Responsibilities:	<ol style="list-style-type: none"> 1. Project Manage Council's major capital projects. 2. Coordinate internal resources and or contractors for the sound execution of projects. 3. Ensure that all projects are delivered on-time, within scope and within budget. 4. Develop a detailed project plan to track progress. 5. Use appropriate verification techniques to manage changes in project scope, schedule and costs. 6. Measure project performance using appropriate systems, tools and techniques. 7. Prepare and Report on a monthly basis to relevant stakeholders. 8. Perform risk management to minimise project risks. 9. Assist in development of tenders. 10. Contract management. 11. Ensure all works are carried out in an environmentally sensitive manner in accordance with Statutory and Council requirements. 12. Ensure project documentation is obtained and recorded(AS CONs, warranties, certification, approvals etc) 13. Other work duties as directed by the Chief Executive Officer.
Supervisory Responsibilities	<ol style="list-style-type: none"> 1. Through leadership, encourage internal and external collaboration and build partnerships to achieve business and personal objectives. 2. Demonstrate leadership to individuals and groups to achieve goals and objectives and coach staff through training and development activities related to current or future jobs. 3. Clearly and regularly communicate performance standards and expectations.
Communication & Interpersonal Responsibilities	<ol style="list-style-type: none"> 1. Effectively communicate with different levels of the organisation from CEO, Directors, team members, operational staff, government agencies and the public. 2. Work as part of a team and show professionalism; 3. Project and promote the image of Council as being efficient, courteous and customer focussed and characterised by open, honest and timely communication with stakeholders and peers. 4. Comply with Council's Code of Conduct
Legislative Responsibilities	<ol style="list-style-type: none"> 1. Assist in the Administration and monitor auditable programs in accordance with the requirements of related Acts and Regulations. 2. Corporate recordkeeping is the responsibility of all staff. This position is required to comply with the Council's 'Corporate Recordkeeping' Policy and associated procedures. 3. Observe Council's policies and procedures to ensure compliance with all relevant legislation, including but not limited to the following: <ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • <i>Local Government Regulations 2012</i> • <i>Human Rights Act 2019 (QLD);</i>



	<ul style="list-style-type: none"> • <i>Public Sector Ethics Act 1994;</i> • <i>Industrial Relations Act 2016</i> • <i>Workplace Health and Safety Act 2011;</i> • <i>Workplace Health and Safety Regulation 2011;</i> • <i>Workers Compensation and Rehabilitation Act 2003</i> • <i>QLD Crime and Corruption Act 2001</i> • <i>Commonwealth Disability Discrimination Act 1992;</i> • <i>Commonwealth Age Discrimination Act 2004;</i> • <i>Commonwealth Racial Discrimination Act 1975</i> • <i>Commonwealth Sex Discrimination Act 1984</i> • <i>Environmental Protection Act 1994;</i> • <i>Environmental Protection Regulation 1998;</i> • <i>Equal Opportunity in Public Employment Act 1992;</i> • <i>Anti-Discrimination Act 1991;</i> • <i>The Public Records Act 2002;</i> • <i>Public Interest Disclosure Act 2010.</i>
<p>Workplace Health and Safety Responsibilities</p>	<p>The employee will assist in ensuring the work environment complies with the Workplace Health & Safety Act, Regulations, Codes of Practice and Council's Safe Plan system, Safe Work statements, Policies and Procedures. Complies with instructions given by his or her Manager and / or Supervisor. Adhere to the workplace health and safety legislation in reporting all accidents and potential hazards in a timely manner.</p>
<p>Confidentiality and Privacy</p>	<ol style="list-style-type: none"> 1. Keep all confidential information, whether written or verbal, as well as any intellectual property developed, utilized or otherwise gained by the employee in the course of employment, completely confidential, even after completion of employment. 2. Ensure compliance with: <ul style="list-style-type: none"> • <i>Right to Information Act 2009</i> • <i>Information Privacy Act 2009</i>
<p>Environmental Responsibilities</p>	<ol style="list-style-type: none"> 1. Comply with Council's Policies and Procedures to assist in the elimination and prevention of the risk of environmental harm due to the workplace or workplace activities 2. Assist to ensure that Council's strategic and operational activities are planned and conducted in such a manner as to minimise, and where possible avoid, adverse effects on the environment and social surroundings.
<p>Financial Responsibilities</p>	<ol style="list-style-type: none"> 1. Assist in the preparation and then implementation of annual operations plans for the engineering section in accordance the relevant financial policies and procedures. 2. Exercise management control over and assist in monitoring the capital project budgets in keeping with Council's long term Performance Planning and reporting process. 3. Comply with Procurement Purchasing Policy to ensure Council uses public funds in an efficient manner to achieve the optimum value for funds expended.



PART 3 – PERSON SPECIFICATION

Qualifications & Experience

1. Tertiary Qualifications in Related Field and/or extensive experience in Local Government Engineering and Construction and compliance Construction Project Management.
2. Experience in project management of civil engineering and building projects
3. Experience in contract management
4. Demonstrated knowledge of local government engineering principles and application
5. Course in General Safety Induction - Construction Industry (30215- QLD)

Technical Skills & Abilities

1. Well-developed oral, written and interpersonal communication skills, including negotiation and conflict resolution.
2. High level of skills when applying computing concepts in respect to the Microsoft Office Suite (Excel, Word, Projects & Outlook).
3. Ability to work independently with limited supervision.
4. Demonstrated ability to organise and prioritise work to meet deadlines and budgetary constraints.
5. Ability to work after hours and weekends as required.

PART 4 – SELECTION CRITERIA

Essential Skills, Experience & Qualifications

1. Tertiary Qualifications in Related Field and/or extensive experience in Project Management of Civil or Building Projects.
2. Demonstrated high level knowledge of project management methodologies in addition to extensive high-level experience and successful performance in designing, delivering and managing projects within a Local Government infrastructure service delivery environment (or similar) to achieve successful project outcomes.
3. Demonstrated experience with proven success in developing, leading and managing multi-disciplinary project teams in line with quality human and financial resource management practices.
4. Highly developed research, analytical, conceptual and problem-solving skills including the proven capacity to initiate appropriate strategic and operational responses and corrective and preventative solutions to key issues affecting the project/s.
5. Demonstrated highly developed interpersonal, consultation and presentation and skills, with the ability to negotiate, influence and maintain effective relationships with all relevant stakeholders.
6. Possession of a current Queensland Drivers' Licence