



Project Manager

Position Description

Incumbent:	VACANT
Position Number:	3017
Directorate:	Community & Cultural Services
Team:	Communities Administration
Position Status:	Full time, Contract
Classification:	Contract
Current Level:	Fixed term Contract
Reports to:	Director of Community and Cultural Services
Accountable for:	Nil
Located:	Longreach
Revised:	September 2022

Our Vision

The communities of the Longreach Region, with their individual identities and a proud heritage, will be characterised by their cohesive and inclusive nature, making the region a location of choice for business investment and outback living.

Reaching a population of 5,500 by 2027, the Longreach Region will be characterised by strong communities and a vibrant economy driven by skills and innovation in a diversity of traditional and new industries.

Our Mission

Council's Mission is to deliver decisive leadership in making locally-responsive, informed and responsible decisions, providing the highest-quality services and facilities to all communities of the Longreach Region.

Our Eight Core Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking

Position Objective

The Project Manger's primary function is to play a strategic and functional role in the management and improvement of the communities services department, including delivery of capital work projects for Open Spaces and Community Facilities, with the aim of achieving project objectives in accordance with Councils identified needs. This position is responsible for the project concept briefs, scope of works, contractor engagement and management to deliver project within Council's identified project budgets.

Position Responsibilities

- Develop Project Concept briefs for projects inline with Council Project Decision Framework.
- Develop, review and assess tender bids and establish contracts for projects in accordance with Council's procurement policy and management directive.
- Ensure that all safety requirements are considered when scoping new projects works inline with all relevant legislation, standards and codes of practice.
- Develop and manage project schedules, including management of all contractors.
- Manage time, resources and materials according to project and budget requirements.
- Provide technical input into planning and design stages of all council building related works
- Development short and long term asset management plans and service delivery plans for new assets.
- Oversee project management and delivery of Council projects to ensure primary constraints of scope, time, quality and budget are met.
- Participate in regular team meetings as a means of passing on information, identifying project problems, safety issues and continuous improvements.
- Other such relevant duties as required from time to time which would generally fall within the scope of this position as directed by your accountable supervisors or the Chief Executive Officer.

Position Requirements

Skills

- Demonstrated communication and interpersonal skills with the ability to deal with all levels of the organisation.
- Excellent time management, organisation and planning skills with an ability to prioritise and manage own time and meet critical timeframes.
- High standard of administrative and organisational skills (including, but not limited to – time management skills, working within deadlines, setting priorities and conflict resolution).
- Ability to manage highly sensitive and confidential issues and information in a professional and ethical manner.
- High level customer service skills, both for internal and external customers.
- Excellent computer skills and experience in the use of Microsoft software packages.
- Excellent leadership and management skills with the ability to effectively lead a diverse team.
- Demonstrated ability to manage projects relating to public facilities with a focus on achieving agreed outcomes on time and within budget.

Knowledge

- Detailed knowledge of project management, project planning, procurement and delivery
- Demonstrated knowledge and understanding of statutory obligations, legislation, codes of practice and standards relevant to the field and external reporting in Local Government in Queensland.

- Demonstrated knowledge of current building and construction industry work practices as they relate to construction projects.
- Demonstrated ability in the preparation of concept/tender briefs and assessment of tenders for construction contracts.
- Demonstrated knowledge of Work Health & Safety legislation.
- Proven capacity to actively participate in and contribute to the development of a strong team culture and team priorities.
- Demonstrated knowledge of the principles of Project Management pertaining to the management of public facilities.

Mandatory Experience/Qualifications

- Class C Drivers Licence.
- General Construction Induction “White Card” or ability to gain.
- Qualifications and/or extensive experience in Building Construction Management, Project Management or equivalent; or ability to obtain
- Demonstrated ability in the delivery of multiple major construction projects on time and within budget
- Demonstrated experience in the management of construction contracts
- Experience in contract administration including managing, documenting and administering capital expenditure projects.

Desirable Experience/Qualifications

- Experience working in a Local Government environment.

Delegations and Authorisations

Financial Delegation

A financial delegation of \$150,000 is assigned to this position. Please refer to Council’s Procurement Management Directive for details of Councils guidelines as per Local Government Act and Regulation. 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 Electronic Document Management System.

Physical Requirements

Physical Demand Category

- Sedentary Work
- Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs.
- Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs.
- Heavy Work – Frequent lifting/carrying of objects weighing up to 25kgs.

Audio-Visual Demands

- Depth Perception Colour Discrimination Peripheral Vision Hearing

Specific Actions Required

This job may include:

Standing/Walking	Sitting	Driving
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None
<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional
<input checked="" type="checkbox"/> 1-4 Hours	<input checked="" type="checkbox"/> 1-4 Hours	<input checked="" type="checkbox"/> 1-4 Hours
<input type="checkbox"/> 4-6 Hours	<input type="checkbox"/> 4-6 Hours	<input type="checkbox"/> 4-6 Hours
<input type="checkbox"/> 6-8 Hours	<input type="checkbox"/> 6-8 Hours	<input type="checkbox"/> 6-8 Hours

Work Environment

Attribute	Yes	No
Chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes/Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Repetitive Motions

Simple Grasping
 Fine Manipulation
 Pushing & Pulling
 Finger Dexterity
 Foot Movement

This Job Will Require

Manoeuvre	Frequent	Occasional	None
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Plant operation with maximum seat rating of 150kgs

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and **LRC- SMS (Longreach Regional Council's - Safety Management System)** incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

The following statements apply to all Managers and Supervisors for the supervision of employees, including permanent, part-time and casual employees. Your responsibilities include:

1. Setting a good example for staff to follow and encourage a positive attitude to health and safety, ensuring a safe work environment and safe system of work is provided for all employees, contractors, visitors and volunteers.
2. Comply with the **Health and safety duties and Duty of Care** requirements as specified within the *Work Health and Safety Act 2011 Part 2* with particular attention to *S19 Primary duty of care for Person Conducting a Business or Undertaking (PCBU)* responsibilities.
3. Striving to meet and/or exceed Key Performance Indicator requirements that have been set by management.
4. To comply with instructions given for WH&S at a workplace by the employer;
5. Ensuring all accidents, incidents, serious bodily injuries, work-related illnesses or dangerous occurrences and near misses are reported to the WHSA within the required timeframes (within 24 hours of the event)
6. Conducting an investigation and submit a report for any and all accidents or incidents that have occurred within your area of responsibility within the workplace;
7. Enforcing the wearing of all required uniforms and personal protective equipment, ensuring that the equipment is worn correctly, after providing proper instruction in its use;

8. Not to wilfully or recklessly interfere with or misuse anything provided for WH&S at the workplace;
9. Not to wilfully place at risk the WH&S of any persons at the workplace including yourself;
10. Adhere to the **LRC-SMS** by Implementing, maintaining and monitoring the Council's WH&S Management Plan and completing relevant Monthly Action Plan items within your area of responsibility;
11. Performing all work and associated functions in a safe, efficient and effective manner;
12. Assisting with the development, implementation and monitoring of departmental WH&S policies, procedures, work instruction and verbal directions within your area of responsibility;
13. Providing information to employees through team meetings, toolbox talks or information sessions in relation to WH&S;
14. Instigate and supervise the facilitation of hazard inspections, risk assessments, and the implementation of corrective action to eliminate hazards where practical and / or control risks in the workplace;
15. Ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required, assisting or participating in the carrying out of risk assessments on identified hazards;
16. Ensuring that no hazardous substance is purchased or used without first carrying out a risk assessment and gaining approval from the authorised person.
17. Identifying employee training needs and ensuring that no employee is required to undertake a task without first receiving training in the safe method of work, or adequate safety instructions
18. Establishing and maintaining a high standard of housekeeping within your individual work area(s) and generally within the Longreach Regional Council's area of responsibility;
19. Attending any toolbox, team talks or specific training (e.g. Take 5s etc.) as supplied and required by Longreach Regional Council;
20. Ensuring all employees under your control are aware of first aid locations, fire protection facilities, evacuation and other emergency procedures.
21. In liaison with the Workplace Rehabilitation Coordinator, implementing rehabilitation procedures and facilitating early return to work for injured employees. Also assisting with the identification of positions that are suitable for rehabilitation placements.
22. Attend WH&S Committee meetings as and when required.

Acknowledgement

This Position 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:	Lisa Young, Director of Community and Cultural Services
Signature:	
Date:	
Present Incumbent:	VACANT
Signature:	
Date:	