



MOUNT ISA CITY COUNCIL POSITION DESCRIPTION

POSITION TITLE:	Project Manager
EMPLOYMENT STATUS:	Full Time
AWARD CLASSIFICATION:	Level 6 <i>Queensland Local Government Industry (Stream A) Award- State 2017</i> in conjunction with Mount Isa City Council's Certified Agreement 2018
DEPARTMENT:	Infrastructure Services
SECTION:	Major Projects

POSITION OBJECTIVE

The Project Manager is responsible for the overall planning, management and completion of engineering projects on a wide variety of business units and programs. Work with stakeholders (Internal and external) to develop project scope of work, documents and project plans. Use project management skills to manage project roles, identify resource requirements, meet training needs, define project deliverables, provide customer satisfaction and reporting structures and ensure quality of projects.

Identifies the technical approach to be used on a given project and manages the project development process. Ensures effective communications and relationships between stakeholders and project team members are maintained. Through this effective relationship and communications, is also responsible for negotiating and managing favourable outcomes from Council's agreed ILUA requirements with the respective claimants for Council's entire yearly Capital Works program. This includes negotiations with the Native Title claimants to formalise agreements for the clearance of Cultural Heritage issues as per the relevant ILUA's applicable to the claimant's area to permit Council's Capital Works to proceed.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Manager Major Projects
Supervises:	Contractors and assigned work crews
Key Relationships / Interactions:	Departmental Directors Departmental Managers Team Leaders / Supervisors Operational Staff Contractors Business, Government and Statutory Authorities Employer Groups Employee Groups Community Groups Native Title Claimants

REQUIREMENTS OF THE POSITION

Skills and Knowledge and Experience

- High level of leadership skills essential;

- High level of negotiation skills essential;
- High level of confidentiality and ability to exercise discretion in a professional manner essential;
- Well-developed interpersonal communication skills with a high level of customer service aptitude;
- High level of computing skills using Microsoft Suite of programs essential;
- High level of communication and report writing ability;
- Ability to interpret technical procedures to project customers, public officials and other personnel;
- Demonstrated knowledge of budgetary matters;
- A team approach and the ability to effectively operate in a multi-faceted unit where multi-tasking is often required to achieve outcomes;
- Self-motivated with strong time management, problem solving and decision making abilities.
- High Level understanding of a Project Management environment;
- Sound knowledge of contract standards, engineering codes and practices;
- High level of computing knowledge including Microsoft Suite of programs;
- Knowledge of Council's corporate applications.

Qualifications and/or Experience

- Possess as a minimum Diploma of Project Management or Diploma of Civil Construction
- Four (4) years of full-time experience managing the implementation and support of engineering projects or experience working as a Foreman in a civil construction environment (desirable)
- Current "C" class manual Driver's Licence or ability to acquire a licence prior to officially commencing in the role;
- Possession of a current WH&S Construction White Card;
- Out-of-hours work may be required.

Training

- Must be prepared to undertake workplace learning and be committed to future personal development.

KEY ROLE FUNCTIONS

This position is responsible for the following functional areas:

- Project Management
- Leadership
- Customer Service
- Cultural Heritage

KEY RESPONSIBILITIES

Project Management

- Works with appropriate customers to identify and coordinate new Engineering projects;
- Works with appropriate customers to develop project scope of work documents and project plans that include an analysis of benefit, cost, work schedule and any related risks;
- Works with respective ILUA representatives to achieve favourable outcomes towards complying with ILUA requirements and ensures the requirements are fulfilled to Council's satisfaction;
- Assigns, schedules, trains, reviews, and monitors project work to ensure that progress is within expected guidelines and is completed on time and within budget;
- Works with appropriate customers to identify the roles of project team members, project reporting structures and frequency of interaction and any training requirements that may be needed for a team member to complete an engineering project;

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POSITION TITLE: PROJECT MANAGER

- Defines the responsibilities of parties involved in the project including customers, management, management, project team, vendors and others affected by the project;
- Identifies, tracks, monitors and communicates project-related issues, scope changes, variances and contingencies that may arise during the implementation of projects;
- Facilitates amicable solutions with the appropriate customer(s) including those associated with project ILUA agreements;
- Identifies the technical approach to be used on a given projects and manages the system development process including the development of a strategic plan, systems analysis, technical design, coding, testing and acceptance of system and/or application;
- Prepares and presents oral and/or written technical reports and project representations;
- Organizes and conducts project team meetings;
- Administering contracts and ensuring that contract conditions are being adhered to by both the Contractor and the Mount Isa City Council and the issuing of site instructions and notices when and where required. Preparation of relevant Contract Certificates including payment, final and practical completion;
- Coordinate all procurement activity associated with the delivery of assigned projects to maintain a central point of contact, registration of procurement activity and to ensure all relevant policies and procedures are adhered to;
- Manage project budget allocation for assigned projects, including preparation of financial status reports for steering committees, Executive and Council;
- Ensuring all projects comply with relative Local, State and Federal legislation;
- Comply with Risk Management Policy as relevant to the position;
- Adhere to and ensure that all projects undertaken comply with the relevant Workplace Health and Safety policies and procedures and actively participate in both the health and safety training and practical job related education and assist in the development of new procedures;
- Protection of confidential information relating to the Mount Isa City Council Capital Works Program;
- Provide and maintain high level of confidentiality;
- Assist the Manager Major Projects and undertake other duties as directed.

Leadership

- Mentors and provides expertise to other project team members;
- Provide support as directed by the Manager Major Projects to operational staff and other sections of the Mount Isa City Council including projects external to the Corporation as required;
- Lead Manage and Coordinate staff engaged in the project/s;
- Ensure that the Council's mission, direction and core values are incorporated into operational activities and services;
- Provide leadership, counsel, motivation and constructive performance reviews to department personnel at all levels and ensuring their respective commitments to the department's goals;
- Assist Council in identifying the department's future direction in response to changing community needs, and to develop, implement, and monitor appropriate plans, schedules and action steps;
- Be available to attend Council meetings inclusive of consultative committee meetings, Council meetings and any other meetings required to resolve, promote or progress operational issues as required;
- Commitment to the principles of continuous improvement, workplace change and excellence in customer service with the ability to apply in the workplace;
- Report workplace relations issues (e.g. grievances, discipline) to the Manager Major Projects;
- Undertake training of supervised staff;

Customer Service

- Maintains effective communication and working relationships with customers and project team members and other relevant Council departments as necessary;
- Actively contribute to the team and promote best practice;
- Respond positively and punctually to customer enquiries and requests and resolve both internal and external conflict or disputes within the Council's expectations and guidelines whilst always maintaining a pleasant and conciliating manner with all stakeholders;

- Maintain professional standards and integrity
- Contribute to the promotion of the image of Council and the maximisation of good public relations.

Cultural Heritage

- Negotiate annual agreements with Native Title claimants and Council's works area for the clearance of Cultural Heritage issues associated with the Council's yearly capital works program.

KEY PERFORMANCE INDICATORS

Specific requirements of the position are:

- Provision of professional advice in accordance with relevant legislation and recognised industry standards
- All assigned tasks completed professionally and on time
- Regular and systematic performance reporting to the Manager Major Projects evidenced through the completion of projects within agreed timeframes and budget
- Council's Corporate and Operational Plans objectives implemented within agreed timeframes
- Attainment of budget targets both in terms of outputs and financial constraints
- Effective and efficient supervision and development of staff, including responsibility and accountability for the health and safety of employees
- Performance Reviews for employees are undertaken annually
- High level of confidentiality maintained
- High level of customer service evidenced
- High level of participation and commitment to team outcomes
- All liaisons carried out in a professional manner being a positive ambassador for Mount Isa City Council
- Consistently meets corporate obligations
- Develops, promotes and complies with council policies and procedures
- Other targets as outlined in a Performance Review are achieved

Note: These key performance indicators will be reflected in the annual performance review associated with the position.

DELEGATION AUTHORITY AND ACCOUNTABILITY

- As per Council's Delegations of Authority
- Authorise expenditure in accordance with Council's Procurement Manual
- Authorise timesheets and leave for Section employees within the approved budget
- Councils allocated vehicle – Restricted Private Use
- Councils allocated mobile telephone and laptop for Council business only
- Other delegations as determined by the CEO or Council
- Accountable to the Manager Major Projects for the provision of Project Management services within Council

ORGANISATIONAL COMMITMENTS

Corporate

- Successfully comply with customer service standards
- Successfully comply with Council's Code of Conduct
- Successfully comply and actively promote and ensure compliance with Council's EEO Policy
- Successfully comply with Human Resources policies and procedures
- Successfully comply with Financial Management policies and procedures
- Successfully comply with Records Management policies and procedures

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POSITION TITLE: PROJECT MANAGER

Selection Criteria – Project Manager

SELECTION CRITERIA		WEIGHTING (%)
SC1	Demonstrated knowledge of project management processes and relevant legislative & regulatory requirements applicable to these activities.	MANDATORY 30%
SC2	Demonstrated ability for articulate multiple project management and demonstrated tangible outcomes.	25%
SC3	Demonstrated ability to problem solve and risk manage.	20%
SC4	Demonstrated experience in managing and developing staff.	15%
SC5	High Level Communication and Time Management Skills.	5%
SC6	Previous experience negotiating with Native Title claimants and undertaking clearance activities associated with Cultural Heritage issues	5%

AUTHORISATION

Manager Major Projects: Graham Bebington

Signature/Date _____

Date originated: 11 February 2014

Date reviewed: 22 November 2021

EMPLOYEE DECLARATION

I, the undersigned acknowledge receiving a copy of the Project Manager Position Description:

Name: _____

Signature: _____

Date: ____ / ____ / ____