

Project Manager/Engineer

Position Outline

Position	Project Manager/Engineer
Work Location	23 West Street
Directorate	Infrastructure Services
Section	Major Projects
Reports to	Manager, Major Projects
Annual Salary Band	\$94,361.00-\$126,379.00 (plus super)
Classification	Level 6-8, Mount Isa City Council Certified Agreement 2018
Engagement Type	1 x Ongoing, Full-time, 2 x Temporary (12 months), Full-time

POSITION OBJECTIVE

The purpose of this position is to plan, manage, and complete a variety of projects across numerous business units and programs. The Project Manager works with a range of stakeholders (internal and external) to develop project scope of work, funding opportunities, documents, and project plans. The Project Manager utilises their 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.

(Project Engineer Stream, Level 7-8)

Project Engineers are to additionally manage, supervise, and document the inspection of Council projects while ensuring pre-construction activities are completed. The Project Engineer provides technical civil engineering advice and support to other sections of Council.


POSITION REQUIREMENTS

- Four (4) plus years of demonstrated Project Management experience with professional certification such as PMP or PRINCE2.
- Diploma of Project Management for Project Managers, and an engineering related bachelor's degree or higher for Project Engineers
- Demonstrated ability to negotiate and problem solve to provide appropriate outcomes for project management challenges.
- Strong interpersonal and communication skills, both written and verbal, with excellent presentation skills.
- Demonstrated experience in coaching project team members to strengthen their abilities and skill sets.
- Ability to apply strong attention to deadlines and budgetary guidelines.
- Proven success working with all levels of management.

KEY RESPONSIBILITIES

This position is responsible for the following areas and includes but is not limited to:

- Develop project scope of work documents and project plans that include an analysis of benefit, cost, work schedule and any related risks.

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- Assign, schedule, review, and monitor project work to ensure that progress is within expected guidelines and is completed on time and within budget.
 - Identify, track, monitor and communicate project-related issues, scope changes, variances and contingencies that arise during project implementation.
 - Administer contracts and prepare relevant Contract Certificates including payment, final and practical completion.
 - Manage project budget allocation for assigned projects, including preparation of financial status reports.
 - Lead, manage and co-ordinate staff engaged on project/s.
 - Undertake training of supervised staff.
 - Undertake other duties as directed.

Engineering Stream responsibilities:

- The provision of technical civil engineering advice and support to the Infrastructure department and other sections within Council.

Out-of-ordinary hours work may be required. Council reserves the right to change these duties at any time.

KEY PERFORMANCE INDICATORS

- All assigned tasks and projects completed on time and on budget
 - Regular and systematic performance reporting
 - Effective and efficient supervision and development of staff
 - Provision of quality professional advice to other areas of Council
 - High level of participation and commitment to team outcomes
 - Develop, promote, and comply with council policies and procedures
- All to be performed diligently, with no significant examples to the contrary*

WORK HEALTH AND SAFETY

All employees of Council have an obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures, and work instructions.

WHAT'S IN IT FOR YOU?

When joining Mount Isa City Council, you are provided with pathways and opportunities to grow and achieve your potential. Eligible employees can access our Employee Assistance Program, elect to join our free Immunisation Program, and enjoy sporting reimbursement opportunities. Full-time employees receive 5 weeks annual leave (pro-rata to part-time employees, *not applicable to casual employment*) to enjoy time outside the workplace!

WE AT ISA...

We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

INTGRITY

SERVICE

ACCOUNTABILITY

HOW TO APPLY

What to include in your application:

Please provide the following information to the panel to assess your suitability:

- Write a maximum 2 pages on how your experience, abilities, knowledge and personal qualities meet the position requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.

Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/current-vacancies>; or
- Email Human Resources on hr@mountisa.qld.gov.au
- *Both word and PDF are accepted file formats.*

Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including criminal history checks, pre-employment medical etc.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.
- ***Applicants must be eligible to live and work within Australia.***

Creation Date	25 May 2023
Review Date	25 May 2023
Contact	Human Resources 07 4747 3389
Closing date	19 June 2023