

Principal Program Delivery

Position Description

Directorate	Planning	Department	Strategic Planning and Place Making
Reports To	Coordinator, New Planning Scheme	Direct Reports	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level	Schedule 1, Level 8

Position Purpose

This position provides project management expertise and leads the programming and delivery of the new planning scheme to meet the needs of the community within the City of Moreton Bay area.

Key Responsibilities and Outcomes

As a Principal Program Delivery and member of the Strategic Planning and Place Making Department you will:

- Report to the Coordinator, New Planning Scheme in supporting project management delivery of the new planning scheme - developing and updating detailed project management plans for all aspects of the program, utilising appropriate tools and communication methods.
- Coordinate project management activities to ensure projects are delivered in accordance with priorities and budget requirements and inform approaches to resource management.
- Prepare regular performance and progress reporting for senior management representatives, and project teams, and present advice on progress delivery, ensuring proactive and early identification of issues for timely resolution.
- Manage risks and issues, including the preparation and ongoing review of risk matrices, and reporting on key risks through established project governance frameworks.
- Build high level relationships across a range of diverse internal and external stakeholders to support program delivery.
- Develop and maintain efficient operational and management systems and procedures, and performance measures to continually improve work practices and team performance.

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

Decision Making

Budget

N/A

Delegations

Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Substantial experience in program and project management and associated risk management practices and skills in the delivery of various multi-phase projects.
- Knowledge and experience in delivery of multi-disciplinary projects, ideally relating to strategic land use planning, and awareness of, or ability to understand relevant state and local government legislation.
- Ability to be responsive to changes in direction in uncertain or emergent circumstances and in a rapidly changing policy environment.
- Excellent communication skills with an ability to communicate program and timing expectations in a simple and concise manner (both verbally and in written form) and negotiate appropriate outcomes to support optimal project management, with a strong focus on the provision of quality customer service.

Qualifications

- Tertiary qualification in project management/ or relevant training; or an urban planning degree.
- Current C class driver's licence.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.