

Project Manager - Project Development

Position Description

Directorate	Projects and Asset Services	Department	Project Management
Reports To	Project Development Manager	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 5

Position Purpose

To manage planning phase activities for capital works infrastructure projects, including the provision of professional building and/or engineering support within the department to ensure the successful planning of high value, complex, multidisciplinary projects on behalf of Council and the community.

Key Responsibilities and Outcomes

- Act as a point of contact for capital works project development phase matters by providing expert advice, innovation and problem solving;
- Manage the planning phase delivery of infrastructure projects, fulfilling a project management role for works as directed;
- Coordinate the planning phase concept design for projects, including liaison with internal and external providers, consultants, contractors and project stakeholders;
- Where required, undertake project management tasks relevant to the delivery of key Council infrastructure and services including the review of project scopes, design review, cost estimation, constructability considerations, contract documentation, specifications, quality and environmental issues;
- Work independently, and interdependently with project managers where directed, in the management of pre-construction works, to ensure projects are effectively planned to streamline production of: design drawings, technical specifications, contract management requirements, stakeholder liaison, quality control, to ensure that projects are completed in compliance with all requirements;
- Where required, undertake or seek consultancy for assessment, inspections, and investigations throughout the planning period including: building condition audits, engineering studies, feasibility studies, planning assessment and concept design;
- Report on project development and planning phase issues including project development phase progress, financial expenditure and forward budgets, consultancy contractual issues, risks and communications requirements;

Our Values

At Moreton Bay Regional Council we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace

and protecting our environment. As a Team member, you will take individual accountability for demonstrating the values expectations and behaviours.

SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

Decision Making

Budget

NIL

Delegations

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

Knowledge & Experience

- Demonstrated high level effective project management skills within a project management and construction context
- Demonstrated ability to understand project documents, design drawings, specifications, schedules and contracts having regard for relevant construction standards and Australian Standards.
- Highly developed written and verbal communication skills, interpersonal skills, including consultancy and negotiation, with a strong focus on the provision of quality customer service;
- Highly developed conceptual, investigative, analytical and problem-solving skills;
- Actively contribute to fostering a healthy, inclusive and well-connected workplace;
- Demonstrated ability to apply critical thinking, reasoning, evaluation and decision-making skills; and
- Excellent time management skills to achieve proficiency and effectiveness in managing conflicting priorities and meeting deadlines.

Qualifications

- Degree in architecture, engineering, construction management or other relevant field, or relevant experience.
- Current C class driver's licence.
- Construction Induction Card competency that has been used or obtained within the past 2 years.
- Professional membership to a relevant industry provider or project management qualification would be highly regarded.

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.