

## Senior Project Manager

### Position Description

|  |   |  |                                     |
|--|---|--|-------------------------------------|
| <b>Directorate</b>   | Projects and Asset Services   | <b>Department</b>  | Buildings and Facilities Operations |
| <b>Reports To</b>  | Coordinator - Projects and Maintenance Services   | <b>Direct Reports</b>  | Yes                                 |
| <b>Queensland Local Government Industry Award - State 2017 -Stream</b> | Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services. | <b>Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level</b> | Schedule 1, Level 8                 |

#### Position Purpose

This position will lead the coordination and successful delivery of Building & Facilities annual building project portfolio. This position will work with management to develop prioritised project delivery plans, develop, and track projects all while providing expert building and project management advice to the team to deliver quality building projects on time, on budget and safely.

#### Key Responsibilities and Outcomes

As a Senior Project Manager and member of the Buildings and Facilities Operations Department you will:

- Provide specialist leadership in the development and delivery of prioritised multi-year renewal and new build project plans, ensuring all projects are completed in alignment with Legislation, Asset Management and Sustainability Policy whilst meeting Council's budgetary requirements.
- Provision of technical advice within the building services team, in the identification and resolution of issues to a range of internal and external stakeholders.
- Act as a key advisor to internal stakeholders and the project delivery team, supporting the development of capital works submissions and works programs including all scope, procurement, tender and contract documentation.
- Actively track the status of all projects versus plan against key performance indicators of time, budget, quality and safety.
- Lead the develop and implementation of technical specifications for both design and construction project phases.
- Support the Building & Facilities Operations department contributing towards a range of workforce initiatives which help drive a team culture of high performance and accountability.
- Work collaboratively with all team members and maintain positive working relationships with both internal and external stakeholders.

## 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 leader of people you will take accountability for demonstrating the values expectations and behaviours and enable your team members to do the same.

SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

## Decision Making

|             |   |
|-------------|---|
| Budget      | \$10M   |
| Delegations | Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register. |

## Knowledge & Experience

- High level of experience leading multidisciplinary teams
- High level experience in the management of a range of technical building, maintenance projects, renewal projects and facility operations.
- High level experience in the planning and delivery of building renewal programs.
- Strong experience in building productive relationships at all organisational levels across a range of departments driving collaborative outcomes.
- Strong experience in the development of individual and team capabilities.
- Applied knowledge of sound financial practices within a legislative environment.
- Demonstrate a high-level standard of governance and risk management practices.
- Strong experience in the development and analysis of a range of business intelligence data.

## Qualifications

- Degree in one or more of the following: Mechanical, Electrical or Building Services Engineering recognised by Engineers Australia. Alternatively, applicants holding recognised degrees in Architecture or Quantity Surveying will also be considered for the position.
- Current C class driver's licence.
- Construction Induction Card competency that has been used or obtained within the past 2 years.

*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.*