

Project Development and Delivery Planning Officer

Position Description

Directorate	Projects and Asset Services	Department	Project Development and Delivery
Reports To	Project Management Office Coordinator	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

This position will provide dedicated support to Council's Project Development and Delivery (PDD) including the development, implementation, training and continuous improvement of project planning within the PDD office.

Key Responsibilities and Outcomes

As a Project Development and Delivery Planning Officer and member of PDD you will:

- Use Microsoft Project scheduling tool to develop and maintain detailed project schedules, establishing project milestones, deliverables, and timelines, and monitor progress against baselines, identifying and addressing any deviations.
- Develop and maintain master program level schedules through all phases from design through to construction and commissioning, operation readiness, and handover.
- Oversee the preparation of the Project Monthly Report by compiling information from multiple sources to support the reporting on projects delivered by the PDD Department.
- Collaborate effectively with project teams to ensure data integrity at project to ensure timely monthly, quarterly and annual reports, that detail current project status, exceptions, forecasts and baselines to the project stakeholders.
- Assist with the day-to-day operations of the PDD department Project Management system.
- Collaborate effectively with project teams to ensure project control processes, procedures and systems are understood and followed, including providing training as required.
- Assist in conducting audits in compliance with project management standards, policies, procedures, and templates to ensure service deliverables and outcomes are achieved.
- Contribute to a positive team environment to achieve a high performance, continuous improvement and customer focused culture.

Our Values

At City of Moreton Bay 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

- Advanced experience with Microsoft Excel, Microsoft Project, Project Online including Project Web App.
- Strong working knowledge of project management methodologies and software, including, MS Project, Power BI, etc.
- 5+ Years relevant experience in project planning and control highly desirable.
- Demonstrated ability to apply critical thinking, reasoning, evaluation and decision-making skills.
- Excellent time management skills to achieve proficiency and effectiveness in managing conflicting priorities and meeting deadlines.
- Well-developed people and relationship skills with demonstrated ability to effectively collaborate with diverse teams and stakeholders.
- Proven leadership experience, with the ability to motivate and guide team members toward common goals.

Qualifications

- Tertiary qualification in project management, data management, or related discipline highly desirable.
- 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.