Position description

Fraser Coast REGIONAL COUNCIL

PROJECT MANAGER

Position Purpose

The Project Manager of a significant capital project being delivered by the Water & Waste Services Directorate is responsible for the day-to-day management within the constraints set out by the Project Leadership Team (PLT). The Project Manager's prime responsibility is to ensure that the project produces the required outcome in accordance with time, cost, quality, scope, benefits, and risk performance goals.

Position number	6026
Classification	Stream A Level 7
Directorate	Water and Waste Services
Department	Engineering and Technical Services
Section / Unit	Infrastructure Delivery
Reports to	Project Director
Supervises other positions	Nil

Key Responsibilities

- Manage the delivery of assigned major water infrastructure projects, ensuring approved scope, budget, quality, safety and schedule objectives are achieved.
- Lead project planning, procurement, contractor management and construction delivery activities in accordance with Council requirements.
- Monitor project performance, risks, issues and dependencies and implement appropriate mitigation and improvement actions.
- Manage project budgets, forecasting, claims, variations and expenditure to support effective financial control and reporting.
- Ensure compliance with contractual, legislative, environmental, safety, governance and funding obligations.
- Prepare project reports, briefings and recommendations to support project governance, executive reporting and decision-making.
- Collaborate with contractors, consultants, operational teams, funding bodies and other stakeholders to support successful project delivery and operational readiness.
- This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. Employees can therefore expect to undertake other duties in addition to those identified.

Selection Criteria

Education

- Degree qualification (AQF Level 7 or higher) in engineering, construction management, project management or a related discipline relevant to infrastructure delivery.

Certificates, Memberships, Tickets, Competencies & Licences

- Valid class C or CA driver licence (provisional or open) to drive a vehicle in Queensland
- General Construction Induction (White Card)

Skills and Experience

- Demonstrated experience managing the planning, coordination and delivery of complex water or wastewater infrastructure projects from project initiation through to construction delivery.
- Demonstrated application of project delivery practices, including project scoping, programming, procurement, contract administration, budgeting, cost control, risk management and project reporting.
- Proven ability to coordinate and manage multidisciplinary project teams, including consultants, contractors, suppliers, technical officers and internal stakeholders, to achieve project delivery outcomes.
- Demonstrated ability to communicate effectively and build productive stakeholder relationships, including preparing project reports, providing professional advice, negotiating outcomes and managing stakeholder expectations.
- Demonstrated ability to manage project risks, competing priorities, timeframes and complex issues while delivering project outcomes in a civil infrastructure environment.

Nice to have

- Registration as a Registered Professional Engineer of Queensland
- Current QBCC Builder - project management services licence
- Qualification in Project Management, Construction Management or a related discipline
- Project Management Professional (PMP), PRINCE2, AIPM Certified Practising Project Manager (CPPM) or equivalent
- Experience delivering major water, wastewater, treatment plant, pipeline or utility infrastructure projects
- Experience within Local Government or publicly funded infrastructure programs
- Knowledge of grant-funded project delivery and reporting requirements
- Familiarity with Australian Standard (AS) contract forms and major construction contracts

Work Environment Requirements

Key Psychosocial Factors Include:

Emotional Demands

- Emotional demands associated with independent decision-making and accountability
- Managing competing priorities and stakeholder expectations
- Limited day-to-day supervision

Work Environment Factors

- Open office-based or hybrid environments
- Reduced direct supervision and limited on-site support

Cognitive and Mental Load

- High cognitive load due to strategic thinking, decision-making, and problem-solving
- Requirement to interpret complex information and legislation
- Managing risk, priorities, and outcomes independently
- High digital literacy

Physical Demands

- Predominantly desk-based work and screen use
- Occasional site visits or meetings requiring mobility
- Occasional walking, standing or carrying loads, e.g. equipment

WHS	As per WHS Act 2011 (QLD) Section 28 Duties of Worker
Mandatory Training	As per Training Needs Analysis
Financial delegation	Refer to register
Vaccinations	Current Hepatitis A, Hepatitis B and Tetanus immunisations (or ability to acquire prior to commencement)
Agreement	Fraser Coast Regional Council Certified Agreement (as varied or replaced)
Award	Queensland Local Government Industry (Stream A) Award (as varied or replaced)

I, _____, accept the position description as outlined above. I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

_____ Date: _____

Signature of Employee