

# Murweh Shire Council

## VACANT POSITION

### Project Manager

The Project Manager within the Council is responsible for the delivery of a wide range of projects for the organisation, including some of Council's highest profile projects. Projects can range from concept development through to construction and all aspects in between depending on the requirements of the project.

Project Manager is responsible for the efficient and effective planning, supervision and delivery of projects which may include all aspects of stakeholder management, project communication, design procurement, design management, preconstruction planning and construction procurement and management, quality control, cost control, safety, environmental management, risk management, staff and contractor management. In addition to managing individual projects, the Project Manager will also be responsible for Program reporting to the Director of Engineering Services.

**Essential:**

- A relevant tertiary qualification in Engineering, Construction Management and/or Project Management or equivalent experience.
- Demonstrated relevant practical and extensive experience in all aspects of project management and public infrastructure delivery within set budgets and timeframes.
- Experience in the construction of complex infrastructure projects.
- Ability to work as part of a team and display a high level of self-motivation and initiative.
- Demonstrated experience in management of contracts, cost plans and programming.
- Proven ability to manage and communicate (verbal and written) with internal and external work groups to deliver projects.
- A high level of computer literacy (word processing, spreadsheets, financial systems, internet plus other relevant specialist software).
- Knowledge and experience in the preparation of reports, technical specifications and contract documentation for civil works.
- A current WHS Construction White Card.
- Current 'C' Class Driver's licence

**What We Offer:**


- Subsidised housing and vehicle (for personal use)
- Total remuneration package up to \$195k (including house, vehicle and 12% super)
- 3 Year employment contract
- 5 weeks annual leave
- Uniforms supplied.
- Above award wage
- Training and professional development
- Great work/life balance
- An opportunity to advance your career.

**To apply for this role:**

- Review the Position Description available at [www.murweh.qld.gov.au/employment](http://www.murweh.qld.gov.au/employment)
- Provide a covering letter detailing how you meet the Selection Criteria and/or the requirements of the position as per the Position Description.
- Email your response, Position Application form and Resume to [recruitment@murweh.qld.gov.au](mailto:recruitment@murweh.qld.gov.au)
- For further information relating to this role contact Council on 07 4656 8355.

Applications close: **Midnight Friday 12 April 2024**



Position Details	
Position Title:	Project Manager
Department:	Engineering
Location:	Murweh Shire
Employment Type	Full-time Fixed Term 3 years
Certified Agreement and Level:	<b>Queensland Local Government Industry Award (Stream A) 2017</b> <i>Murweh Shire Council Certified Agreement 2022</i>
Level:	Above Award
Reporting to:	Director of Engineering Services or as directed
Supervisors:	Project Engineer, Technical Officer
The Murweh Shire	
<p>Located in southwest Queensland, the Murweh Shire covers an area of 43,905km<sup>2</sup> with over 5000 people residing across the Shire primarily in the towns of Charleville, Augathella, Morven and Cooladdi. Our employees work across all towns in our Shire and our main administration office is located in Charleville. The town acts as a major commercial and tourism hub for the Shire forming part of a thriving region, with excellent schools, shopping and facilities that support the main industries of grazing, agriculture and tourism.</p> <p>Our Mission: <i>To promote a vibrant, inclusive, local government area through sustainable, responsive leadership.</i></p> <p>Our Values: <i>Underpinning our employee culture and behaviours:</i></p> <div> <p><b>Compassion</b> We have compassion for all</p> <p><b>Vision</b> We look forward to set the path</p> <p><b>Trust</b> We are trusted</p> <p><b>Pride</b> We take pride in what we do and the way we do it</p> <p><b>Integrity</b> We have transparency about the decisions we make</p> <p><b>= SUSTAINABILITY</b></p> </div>	
	



### Corporate Expectations

#### General

- Performance will be reviewed annually against the responsibilities, accountabilities and behaviours defined in this role description, together with a performance plan developed by the relevant supervisor.
- Murweh Shire Council values its employees and views their health as a key element of the organisation's success. The Council's Workplace Health and Wellbeing Programs aims to improve the health and wellbeing of employees, increase productivity and enhance workplace culture.
- Consistently complete allocated tasks to a high standard and within agreed timeframes
- Undertake other tasks up to and including your competency and level.
- Actively promote the values of Council to staff and seek out ways for recognition where these have been positively applied.
- Actively promote a culture of Diversity in all aspects of the position and with stakeholders ( including customers, staff, suppliers, contractors and communities).
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently.

#### Administration

- Ensure general administration and records management requirements are being met.
- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner.
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required.
- Ensure that requests are acted on and reported upon in accordance with Council Policy
- Keep supervisor appropriately and adequately informed on the current state of activities relevant to your role and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public.
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced.

#### Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities, changing workforce capabilities through multiskilling, succession planning, knowledge management, and changing technologies and operational procedures by expanding your knowledge of future trends and required competencies.
- Willingness and ability to set the example and live our values.
- Willingness and ability to advocate a positive and constructive organisational culture.
- Willingness to accept responsibility for own actions and decisions, and to be held accountable for such.

#### Corporate Responsibilities

All employees are bound by the *Queensland Local Government Act 2009* to act with integrity, and in a way that shows proper concern for the public interest. All employees are responsible for acting in accordance with the Murweh Shire Council Code of Conduct and other relevant policies, procedures and protocols as may be applicable to the role. Policies are accessible to employees on the Council's website under "Council Policies".



As a representative of Council, demonstrated professionalism and a commitment to a high level of service and continuous improvement in the best interest of Council and the Community are essential.

### **Workplace Health & Safety**

All workers have a duty to familiarise themselves with and comply with statutory and Murweh Shire Council Work Health and Safety requirements, including but not limited to, our Safety Management System, protocols, COVID-19 Requirements, Policies, Procedures and work instructions. In fulfilling this duty, workers are to:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person in control of the business or undertaking (PCBU) to allow the person to comply with the *Work Health and Safety Act 2011* (e.g. wearing of Personal Protective Equipment as instructed).
- Cooperate with any reasonable Policy or Procedure of the PCBU relating to health or safety at the workplace that has been notified to workers (e.g. reporting of incidents).

Participate in the consultation and communication processes as prescribed in the *Consultation, Cooperation and Coordination Code of Practice 2011*.

### **Position Overview**

The Project Manager within the Council is responsible for the delivery of a wide range of projects for the organisation, including some of Council's highest profile projects. Projects can range from concept development through to construction and all aspects in between depending on the requirements of the project.

Project Manager is responsible for the efficient and effective planning, supervision and delivery of projects which may include all aspects of stakeholder management, project communication, design procurement, design management, preconstruction planning and construction procurement and management, quality control, cost control, safety, environmental management, risk management, staff and contractor management.

### **Key Responsibilities**

All duties are to be conducted in an efficient, timely, professional and safe manner. The key responsibilities include, but are not limited to:

- Plan, coordinate and manage end to end project management activities through each project phase maintaining a strong focus on time, budget, compliance within required standards and best practice principles for capital works and project delivery.
- Manage, formulate and prepare quality reports and meet objectives, report on progress accurately and provide remedial action to ensure planned objectives are achieved within the allocated timeframe and budgets.
- Prepare specifications and contract documentation for the tender and quotation in accordance with Councils procurement practices, including the involvement in evaluating contracts assigned to the relevant Department.



- Identify and understand the needs and expectations of internal stakeholders through consultation and research.
- Make professional and timely decisions on approach to projects and manage the allocated budget for specific projects. Gain the approval from relevant Department if additional budget amounts are required.
- Manage the workplace ensuring the risk of injury to staff and contractors is minimised or removed through judicious planning of works, inclusive of risk analysis and works planning techniques, ensure project planning is implemented and accountabilities, expectations and responsibilities are clearly established. Where required take immediate action to make safe a workplace and institute immediate action where the actions of staff or contractors compromise the principles of safe work principles and Council Policy.
- Manage the engagement of external and internal stakeholders to obtain best outcomes and seamless project delivery in consultation with Council's Community Engagement team and determine the most appropriate delivery methods for the projects including engagement of consultants and contractors.
- Develop strong and positive relationships with both internal and external stakeholders, clients, consultants and contractors for the delivery of projects.
- Review capital works program designs and tenders to identify whole of life cost saving and operational risk mitigation opportunities.
- Assess impact of project delays, interruptions or changes in plans and liaise with the Director Engineering Services for an appropriate course of action to minimise issues.
- Review project performance upon completion and communicate any lessons learned with the wider organisation.
- Action project related complaints and general enquires by ensuring prompt identification and appropriate resolution.
- Adhere to Murweh Shire Council policies and procedures.
- Ensure that timesheets are completed correctly and approved by you supervisor.
- Ensure all overtime and TOIL is authorised by your supervisor.
- All work is to be carried out in accordance with the Quality Assurance System.
- Commitment to Work Health and Safety, Council's Code of Conduct and demonstrating appropriate behaviour for a public sector employee.
- Any other duties within the capacity as directed.

### Quality tasks

- Comply with the requirements of Council policies and procedures.
- Prepare project specific Quality Management Plans (where required)
- Develop Inspection & test plans, quality verification checklists and oversee their implementation.

### Key Internal and External Relationships

These relationships are important for understanding the nature of the interpersonal skills required to successfully perform the role.

- The executive leadership team.
- Members of the public
- Other employees
- Local business.



### Skills, Experience and Qualifications

#### Essential:

- A relevant tertiary qualification in Engineering, Construction Management and/or Project Management or equivalent experience.
- Demonstrated relevant practical and extensive experience in all aspects of project management and public infrastructure delivery within set budgets and timeframes.
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#### Desirable:

- Local Government experience in a similar project management position.
- Demonstrated experience in interpreting and implementing community engagement practices.
- Department of Transport and Main Roads experience with infrastructure projects.
- Practical use and knowledge of Corporate Systems including Practical , Geographic Information System (GIS) and Project Management principles.

### Eligibility and Other Requirements

To be eligible for this position, the incumbent must be:

- legally entitled to work in Australia, including obtaining and retaining any necessary visas or residency status where applicable;  
Note: If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, provided the work complies with the conditions of your visa.
- medically fit and physically capable to meet the health requirements of the position and be prepared, if required, to complete a Medical Assessment in accordance with the "Fitness for Duty Policy";
- prepared, if required, to provide a positive Criminal History Check;
- willing to obtain a 'Suitability Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required;
- prepared to work flexible hours to meet the requirements of the position;
- in agreement with all other terms and conditions specified within the Contract of Employment;
- approved for employment by Human Resources following satisfactory qualification, reference and any other pre-employment checks as required for this position (applicable to new starters only).





## Position Description

HRF-002A V2 May 2023 / Review Date: May 2024

### Other requirements of this position:

This position may require travel within the Local Government Area and work outside of standard business hours to meet the requirements of the role e.g. to attend training, events, conduct emergency works etc.





<b>VACANCY DETAILS</b>					
Job Ref ID: <b>VP.</b>		Position Title:		Closing Date:	
<b>PERSONAL DETAILS</b>					
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss		First Name:		Last Name:	
Date of Birth:					
Residential Address:			Postal Address:		
Mobile:		Daytime Contact No:		Email:	
Driver's License/Class:					
Tickets/Qualifications:					
White Card: Yes <input type="checkbox"/> No <input type="checkbox"/>					
Are you an Australian Citizen or permanent resident of Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you previously worked for Murweh Shire Council? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please include details in your resume/CV					
<b>REFEREE DETAILS (NOT TO BE FAMILY OR FRIENDS) Can you confirm your referees are current and are happy for Us (Council) to contact them? PLEASE MAKE SURE PHONE NUMBERS ARE CURRENT</b>					
Referee 1	Name:		Referee 2	Name:	
	Phone:			Phone:	
	Relationship:			Relationship:	
<b>HOW DID YOU FIND OUT ABOUT THIS POSITION? Please tick</b>					
<input type="checkbox"/> South West Newspaper		<input type="checkbox"/> Council Website		<input type="checkbox"/> Council Facebook	
<input type="checkbox"/> Friend/Family Member		<input type="checkbox"/> Other _____			



## DECLARATIONS

The following declarations are NOT a barrier to being considered for employment but will assist us to take due care in assessing appropriate placement should you be the successful applicant.

### Health

To the best of your knowledge, do you have any medical conditions that will preclude you from undertaking the duties of the position you have applied for?

☐ No ☐ Yes

If 'Yes' please provide details:

### Workers' Compensation Claim

Have you ever made a workers' compensation claim?

☐ No ☐ Yes

If 'Yes' please provide claim details (*eg. Year of injury, company worked for, period of time off work*)

Are any claims still current?

☐ No ☐ Yes ☐ Not applicable

If 'Yes' please provide claim details

### Criminal Convictions

Have you ever been convicted of any offence in any court, or are you currently the subject of any charges pending or the subject of an investigation before a tribunal? (*you do not need to give details of any conviction which you have had declared spent under the Spent Convictions Act 1988*)

☐ No ☐ Yes

If 'Yes' please provide details:

### Applicant Declaration

I hereby declare that the information contained in this document is true and correct.

Applicant Signature: .....

Date: ...../...../.....

### CHECKLIST

Please ensure you have completed and included the following prior to submitting your application:

- ☐ Completed Job Application Form ☐ Listed 2 recent referees ☐ Enclosed a Resume  
☐ Enclosed a detailed cover letter outlining how your skills, qualifications and experience meet the key requirements of the position

### OFFICE USE ONLY – APPLICATION RECEIPT

