

Kingborough

POSITION DESCRIPTION

Project Manager (Program Office)

POSITION DETAILS

Position No.	000781	Directorate	Engineering Services
Employment Status	Ongoing, full-time	Location	Civic Centre
Unit	Program Office		

POSITION OBJECTIVE

The Project Manager is responsible for the end-to-end delivery of projects in accordance with Kingborough Council's Project Management Framework, ensuring the successful achievement of scope, schedule, budget, quality, safety and stakeholder objectives. The role supports the Engineering Services Department by managing projects through all phases of the project lifecycle, from initiation and planning through to delivery and close-out, contributing to the successful implementation of Council's capital works, infrastructure and strategic initiatives.

KEY FUNCTION AND RESPONSIBILITIES

- Lead project initiation, planning, execution, monitoring, control and close-out activities.
- Develop project briefs, project management plans, schedules, budgets, forecasts, risk registers and stakeholder engagement plans.
- Manage multiple projects concurrently across different stages of delivery.
- Provide project management, procurement, tendering, contract management, budget management, risk management and reporting services.
- Manage project scope, schedule, cost, quality and risk to achieve approved objectives.
- Coordinate internal specialists, consultants, contractors and suppliers.
- Provide regular reporting to management and governance committees.
- Ensure project documentation and records are maintained.
- Build productive relationships with clients, community members, regulators and service authorities.
- Manage stakeholder expectations through proactive communication.
- Facilitate workshops, meetings and consultation activities.
- Administer contracts and manage variations, claims and payments.

- Drive continuous improvement and project management best practice.
- Contribute to project management office development.
- Provide technical advice to support the planning, development and delivery of Council's Capital Works Program and associated infrastructure projects.
- Undertake other duties as directed from time to time, provided such duties are within the employee's skills, competencies, qualifications and training.
- Promote a strong safety culture by leading by example, participating in audits, inspections and incident investigations, and ensuring contractors comply with WHS and environmental obligations.

Work Health and Safety: To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Authority and accountability: Employees at this level undertake work that requires utilisation of their professional skills and technical experience.

Judgment and problem solving: Employees at this level operate at an experienced level in delivering specialist work which requires extensive knowledge and a high level of skill. The position requires the capacity to work independently and without direct supervision.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

- **Internal** – This position works mostly with members of the Engineering Services team, including the Program Office and Assets, as well as staff from other internal Departments including the Works Department.
- **External** – The position liaises with community members, customers, contractors and consultants, local authorities, and Government agencies.
- **Direct Reports** - This role reports directly to the Manager Program Office, with technical guidance provided by the Senior Project Manager, and has no direct reports but may be required to supervise technical or other non-professional staff on specific projects.

ESSENTIAL QUALIFICATIONS, SKILLS AND EXPERIENCE

- Degree qualification in Project Management, Civil Engineering, Construction Management, or demonstrated equivalent experience.
- Demonstrated experience delivering infrastructure, transport, capital works projects.
- Experience in procurement, contract administration and financial management.
- Strong stakeholder engagement, negotiation and communication skills.

- Demonstrated ability to effectively manage time, plan and organise work, and balance competing priorities to achieve project objectives.
- Current Driver License.
- White Card

DESIRABLE

- Experience delivering Local Government or public sector capital works projects.
- Certified Project Management Professional or equivalent.
- Experience working within a Project Management Framework and stage-gate governance environment.
- Experience in community consultation and stakeholder engagement for infrastructure projects.
- Experience with Microsoft Project, GIS, Portfolio Project Management tool and asset management systems.