



DIRECTOR OF PROJECTS

POSITION TITLE:	Director of Projects
POSITION NUMBER:	4000
AWARD:	Contract
REPORTS TO:	Chief Executive Officer
DEPARTMENT:	Project Delivery
LAST REVIEWED:	August 2020

ABOUT US

Our communities are famous throughout Australia for being the friendliest in North West Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and the local government administration works collaboratively with us to achieve our aspirations.

Our Commitment

We inspire people to create a better future.

Our Vision

Whether you live here or visit, you will see how much we value our natural beauty, how connected our communities are, and how balanced growth makes this the best place in the world.

We Value



Honesty



Integrity



Accountability

OBJECTIVE OF THIS ROLE

This position is to drive best practice project delivery within Council's Capital Works program and project environment. Reporting to the Chief Executive Officer the successful incumbent will be a key member of the Council executive team to provide accountability and community visibility for Council's \$35m project portfolio.

The primary mandate of this role is to plan and deliver the portfolio/program of projects and capital works for Council and the community. You will lead and manage the strategic function of planning, development, design and delivery of capital works and long-term planning of projects for the council.

Leading the project delivery teams directly, you will manage a team of external and internal staff, consultants and contractors to deliver the projects and ensure all projects are delivered with a high emphasis on customer service and community visibility. Additionally, you will direct the establishment of policies and procedures to embed project disciplines within the council; whilst developing effective monitoring and reporting systems to provide to senior management and council with project accountability.



KEY RESPONSIBILITIES IN THIS ROLE

Within the area of responsibility, this role is required to:

- Actively contribute to the strategic performance of the organisation and provide leadership and foster cooperation and communication across all departments as a member of the executive;
- Provide advice to Council and Senior Executives on strategic project management issues, including innovative and sustainable project management practices and operational strategies to improve project delivery and minimise whole of life costs for infrastructure
- Embed project governance and management practices within Council, educating and guiding staff on best management project delivery frameworks to support sustainable, on-time and in-scope delivery of all Council projects.
- Oversee project planning and delivery activities to ensure that all project phases are completed within specifications and with minimal disruption to normal business activity
- Lead the management, coordination and delivery of high value and complex projects
- Drive the preparation of project budget to ensure the council sets appropriate financial accounting targets with regards to Capital Works and project delivery.
- Take a lead role in, and chair as appropriate, project control groups, reference groups, and project planning teams to embed project management principles and frameworks and a robust level of project governance with the council.
- Engage with senior stakeholders and external providers and consultants to develop and agree project scope, budgets, timelines and deliverables
- Effectively manage stakeholder relationships (both internal and external) by building and maintaining cooperative relationships, influencing through the provision of expertise for the successful delivery of the program
- Direct the project teams ensuring reliable, effective and quality services are delivered at the best possible cost and effectiveness

Key Challenges

- Manage interdependencies and balance competing demands to ensure objectives are delivered
- Ensure project, program and portfolio management processes and systems are efficient and effective whilst aligned to business needs
- Controlling potential for project scope creep, and implementing robust protocols which minimise the financial implications of any unavoidable and/or agreed scope changes, in order to optimise return on investment of infrastructure capital dollars
- Identifying innovative project management approaches and tools which can be effectively embedded in mainstream project management practice on existing and future projects
- The program must be delicately designed and controlled to ensure that the project is completed on time and within budget and contractual conditions; whilst maintaining engaging communications with the community.

Key Internal Relationships

Who	Why
<ul style="list-style-type: none"> • Executive Leadership Team 	<ul style="list-style-type: none"> • Provide expert advice and contribute to decision making • Report on progress towards business objectives and discuss future directions
<ul style="list-style-type: none"> • Councillors 	<ul style="list-style-type: none"> • Provide expert advice, counsel and recommendations on infrastructure project management and delivery to influence strategic organisational investment decisions and initiatives



POSITION DESCRIPTION

Director of Projects

- Project Team
 - Provide expert project management advice to impact decisions, support initiatives, clarify accountability and communicate customer service performance
 - Minimise disruption to normal business operations
- Direct Reports
 - Lead, guide and support
 - Set performance expectations and manage performance and development
 - Review project status reports, financial status and identify requirements for corrective actions

Key External relationships

Who	Why
<ul style="list-style-type: none"> • Government agencies and other councils 	<ul style="list-style-type: none"> • Establish professional networks and relationships with QLD Government agencies, and with similar roles across other Queensland councils, share ideas and learnings, and collaborate on common responses to project issues
<ul style="list-style-type: none"> • Vendors/Service Providers and Consultants 	<ul style="list-style-type: none"> • Negotiate and approve contracts and service level agreements • Manage contracts and monitor provision of service to ensure compliance with contracts and service arrangements
<ul style="list-style-type: none"> • Community 	<ul style="list-style-type: none"> • Provide information and guidance about project/program initiatives

KEY SELECTION CRITERIA

- A degree in engineering, construction, project management or a related discipline and/or extensive relevant experience.
- Substantial experience in a senior program leadership and management role in a complex, public facing environment.
- Experience in leading and managing a project / program manager team to deliver results, demonstrate high levels of client focus and achieve improved outcomes.
- Extensive demonstrated ability to successfully manage and lead the planning and delivery of a significant program of works within timeframes, quality, procedural and financial parameters.
- Proven ability to manage and lead the development and implementation of best practice processes, procedures and systems, management protocols including KPIs and auditing to both monitor quality of performance and provide management reporting metrics.
- Experience in, and comprehensive knowledge of, regulatory requirements in the building and construction industry and project management.
- Excellent verbal and written communications skills including high level negotiation skills with multi-disciplinary teams and the proven ability to communicate effectively with a wide range of people.
- Experience in strategic planning, policy and procedure formulation and establishment of monitoring and reporting systems and budgets.



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Director of Projects

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- A current Police Clearance
- Hold and maintain an unrestricted C class driver's licence.

Desirable:

- A membership of a relevant professional Institute
- Certification through the Australian Institute of Project Management as Certified Practicing Project Director (CPPD) or certification leading to this level and the desire to achieve certification as CPPD
- Master of Project Management degree

WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council employees have an obligation to uphold workplace health and safety when working for the Council. Under Section 28 of the *Work Health and Safety Act 2011* ("Act") an employee shall:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above. Additionally, any specific workplace health and safety issues that pertain to the type of work being performed including due diligence as outlined under section 27 of the *Act*.

Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date



REMUNERATION SCHEDULE – SALARY AND CONDITIONS

Director of Projects

This schedule commences from _____ and remains in force unless varied in accordance with the provisions of the contract or by agreement in writing between the employee and Council. Under clause 4.2 of the Queensland Local Government Industry Award State - 2017, the Award shall not apply. The Cloncurry Shire Council Certified Agreement, as varied, shall not apply

The remuneration package offered (negotiable) as follows:

1. The cash component of the remuneration at the commencement of this contract shall be ranged between \$160,000- \$180,000 per annum and is inclusive of all allowances (including locality). This will be based on relevant skills and experience and will be negotiated with the successful candidate.
2. Class 2 private use of a motor vehicle in accordance with Council policy valued at \$15,000 per annum and may be subject to Fringe Benefits Tax (FBT).
3. Provision of accommodation (rent free) in accordance with Council's staff housing policy. The employee is responsible for bond, electricity, telephone connection and yard maintenance (unless otherwise negotiated). The employee is required to vacate the premises within 14 days after employment with Council ceases.
4. Council will reimburse relocation costs up to the value of \$8,000 upon receipt of a tax invoice and claim form. The Officer shall reimburse 100% of the relocation cost paid if the employment is terminated for reasons other than mutual agreement within one (1) year from commencement or 50% to be reimbursed between 12 and 24 months.
5. Provision of a mobile phone for work purposes with private calls to be reimbursed where the total exceeds the minimum monthly plan charge.
6. Five (5) weeks annual year per annum.
7. The Council will make compulsory superannuation contributions on the employee's behalf to the Local Government Superannuation Scheme in accordance with the *Local Government Act 2009*. Where the employee contributes 6% of the ordinary earnings, Council will contribute 12%. Salary sacrifice is available for member contributions.
8. Uniforms and protective clothing will be provided annually in accordance with Council policy.
9. Council will meet the cost of the Officer's relevant annual professional membership subscription (i.e. LGMA, CPA, RPEQ).