

Capital Program Project Manager

Whitsunday Regional Council



CONTACT

Angie Simmonds
Principal Talent Consultant
Leading Roles

☎ 0476 861 300

✉ Angie.Simmonds@leadingroles.com.au

Contents

<u>The Role</u>	3
<u>Salary Package Information</u>	8
<u>About the Region</u>	9
<u>Living in the Region</u>	11
<u>Recruitment Process and Timeframes</u>	14
<u>Contact</u>	16
<u>Attachment: Position Description</u>	

We respectfully acknowledge the Traditional Owners, as the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



Position Overview

Whitsunday Regional Council (WRC) has a Capital Projects budget of circa \$100 Million due to regional infrastructure development and planned improvements. This is an ideal time to join the WRC Infrastructure Services team.

Working across a broad and varied range of exciting projects in Queensland’s spectacular Whitsunday region, the work will be both interesting, professionally challenging and provide opportunities for professional growth.

The Capital Program Project Manager will join Director Adam Hagy and become an integral member in the Capital Program and Network Planning directorate, and be well supported in leadership and delivery of project services.



Key Responsibilities

Project Management

The role of the Capital Program Project Manager at Whitsunday Regional Council will provide technical leadership and support to the capital delivery team in successfully delivering approximately \$100M worth of capital projects across the region. This will include coordinating and overseeing various aspects of the projects, such as planning, budgeting, scheduling and ensuring compliance with relevant regulations and standards.

Contractor Management

The Capital Program Project Manager will manage the council's consultants and contractors throughout the capital project lifecycle. This includes preparing project briefs, assessing tenders and overseeing the entire project management process. The successful candidate will be responsible for ensuring that consultants and contractors are selected, engaged and managed in accordance with council's contractual arrangements, policies and procedures.

Project Delivery

The Capital Program Project Manager will also be responsible for monitoring project progress, ensuring adherence to timelines and budgets, and maintaining effective communication with all stakeholders involved from concept through to finalisation.



Key Projects

- Whitsunday Regional Sports Park Facility – Concept through to design and construction
- Airlie Beach Precinct plan - Concept through to design and construction
- Collinsville Community Hub - \$15m grant confirmed – full design and construction.
- Cannonvale CBD
- Water and Sewer plant and network renewals/upgrades
- Waste cell construction, capping and leachate management

Opportunities & Challenges

- Given the location of Council, there is a limited contractor market which can be a challenge in project delivery.
- The weather in the Whitsunday region can be a challenge during wet/cyclone seasons.
- Council has an excellent, newly implemented project management framework that allows for easier project delivery.

Stakeholder Engagement

Internal

- The Capital Program Project Manager has significant working relationships across the whole organisation.

External

- Contractors
- Regulatory bodies such as the Department of Environment and Science.

The Team

The Capital Program and Network Planning team have a vast number of projects to deliver over the coming years and the new Project Manager will join a growing team.

The team is very cohesive and supportive while being under considerable pressure with regards to project management and delivery.





Qualifications, Skills & Attributes

- Diploma in Project Management or other related discipline.
- Adept at construction contract management.
- Demonstrated experience in managing medium to large scale civil capital projects.
- Experience in varied projects is desirable.
- Rational decision-making ability, particularly under pressure.
- A composed and relaxed working style
- Invested interest in high-quality delivery to key stakeholders.



Salary Package Information

- Attractive base salary – up to \$125 000 (negotiable).
- Superannuation – up to 12%
- \$18 000 Vehicle Allowance.
- Relocation Assistance.
- Supported professional development.
- Access to salary sacrifice arrangements.
- Employee Assistance Program.
- Active social club.
- Generous Study Assistance Program.

Living and working in the Whitsunday region offers the opportunity to experience the beauty of the Great Barrier Reef and the stunning Whitsunday Islands on a daily basis. With a thriving tourism industry, there are ample job opportunities in hospitality, marine activities and eco-tourism, making it an ideal destination for those seeking a fulfilling work-life balance in a picturesque setting.



About the Region

The Whitsunday region is in the heart of tropical north Queensland, about 1,100 km north of Brisbane and 700 km south of Cairns and is home to approximately 38,580 residents.

The Whitsunday region extends over 23,862 square kilometres and includes the major townships of Airlie Beach, Bowen, Proserpine, Cannonvale and Collinsville with numerous rural and coastal communities and residential areas scattered throughout the region.

Key employment sectors include agriculture, mining, tourism, construction, manufacturing and transport industries.

Council administers in excess of \$1.4 billion in assets, including four library branches, six aquatic facilities, four customer service centres, and various major infrastructure and equipment. They maintain 1784 km of roads and 120 parks and open spaces.

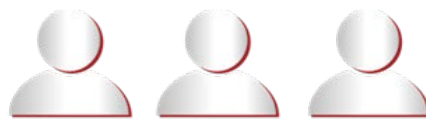
The Council is led by a Mayor and six divisional Councillors.



Links to Council Information



Organisational Structure



Mayor and Councillors



Chief Executive Officer

Manager Human Resources

Communications & Marketing Manager

Aviation & Tourism

Director Infrastructure Services

- Disaster Management
- Roads & Drainage
- Parks & Gardens
- Capital Projects
- Disaster Recovery
- Quarry
- Water Services/ Waste Services
- Workshops

Director Corporate Services

- Finance
- Governance & Administration
- Innovation & Technology
- Procurement & Property
- Fleet

Director Community Services

- Community Development & Libraries
- Customer Service
- Aquatic Facilities/Caravan Parks
- Health, Environment & Climate
- Local Laws

Director Development Services

- Planning
- Development Assessment
- Strategic Planning
- Building & Plumbing
- Economic Development



Living in the Region



Housing

The cost of housing in the Whitsunday Region is affordable with the median house price of approx. \$475,000. Median rental price range averages \$325 - \$460.



Educational Facilities

There are several schooling options in the Whitsunday region including several state primary and high schools, and numerous private schools offering education up to year 12. Tertiary education is also covered with a Queensland TAFE Campus located in Cannonvale and the CQ University and James Cook University both located in Mackay, which is approximately 2 hours drive.



Healthcare

There are excellent medical centres throughout the region and local hospitals; Proserpine Hospital and the Whitsunday Community Health Clinic that service the local community.



Living in the Region



Shopping & Dining

The Whitsunday region is famous for fresh seafood, and the local dining options are varied from a-la-carte to pub-style meals available to cater to all palates. Shopping for everyday essentials is readily available throughout the region, with boutique and specialty stores located in the hub of Airlie Beach.



Sports & Recreation

There are plenty of parks and open spaces with six aquatic facilities spread throughout the region, and if you prefer a team sport there are local sporting clubs available including touch footy, sailing, tennis, golf, and a local motorbike racing club.



Getting Around

The Whitsunday region is located about 1,100 kilometres north of Brisbane CBD and 600 kilometres south of the Cairns CBD. The area is served by major highways, the Brisbane-Cairns Railway line and the Proserpine, Hamilton Island, and Whitsunday airports.

Our Whitsunday : Our Utopia



Recruitment Process



How To Apply?

Please submit your application via the Leading Roles website.

Please upload:

- Your CV
- A covering letter addressing the criteria below



Selection Criteria

- Significant relevant infrastructure project management experience including knowledge of budgeting and financial management.
- Tertiary qualifications in Project Management or similar discipline.
- High level interpersonal skills and the ability to establish and maintain productive relationships with staff, community members and internal and external stakeholders.
- Experienced in the use of Microsoft Project or similar programs.
- Proven ability to work independently with a high level of strategic thinking, business acumen and problem-solving skills.



Applications Open

- Week Commencing
Monday 2 December 2024

*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and Applicant availability.



Application for Assessment, Shortlisting and Interviews

Leading Roles and the council will determine a shortlist of suitable applicants, and will arrange interviews with council's interview panel, depending on applicant and council staff availability.

The council may require their preferred applicants to undergo psychometric assessment to assist in understanding the applicant's fit for the role and organisation, working preferences and attributes. Following selection of a preferred applicant the council may require a number of further checks including reference checks, criminal history checks and medical assessments.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at offer stage.

Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. But it will not be given to any other person or agency unless you have given us permission, or we are required by law.



Angie Simmonds

Principal Talent Consultant



Angie's experience is primarily as an internal recruiter, working in both the blue and white collar spaces. Initially studying law, Angie realised that while people engagement was important in her career path, she wanted to influence people's lives in a different way. In 2015, Angie found herself in a Recruitment role and that's when she found her passion.

She loves that recruitment can be challenging, but also that you get to engage with all different types of people and personalities and ultimately change lives. Angie enjoys relationship building, learning and delivering high quality outcomes for candidates and clients.

CONTACT

☎ 0476 861 300

✉ angie.Simmonds@leadingroles.com.au



Leading Roles

People ▶ Performance ▶ Partners

APPLY NOW AT WWW.LEADINGROLES.COM.AU





ATTACHMENT

Position Description

Position Description

Capital Works Projects Manager

POSITION TITLE:	Capital Works Project Manager
DIRECTORATE:	Capital Program & Network Planning
BRANCH:	Capital Program
EMPLOYMENT CONDITIONS:	Common Law Employment Contract
POSITION STATUS:	Three/Four Year Contract
ACCOUNTABLE TO:	Co-ordinator Capital Program
LAST REVIEWED DATE:	January, 2024

COUNCIL VALUES

Whitsunday Regional Council's culture is driven by the following values:



PRIMARY PURPOSE

To manage the planning, design, execution, handover and closure of allocated Capital Projects within the defined and approved 3-year Capital Program of projects.

Position Description

Capital Works Projects Manager

KEY RESPONSIBILITIES

In line with Council's Whitsunday Way – Project Management policy and framework as well as supporting Council policy and guidelines, ensure the successful project management of allocated projects within the 3-year Program of projects across Council's Network of assets for:

- a. Roads
- b. Pedestrian
- c. Stormwater
- d. Parks, Gardens & Open Spaces
- e. Water
- f. Sewerage
- g. Waste
- h. Coastal & Marine

OPERATIONAL ACCOUNTABILITIES

Leadership

1. Collaborate with and provide specialised advice to the Director Capital Program and Network Planning, manager – Capital Program, Coordinator – Capital Program, Network Planners and external stakeholders as well as specifically with Service and Asset Managers of Council to ensure effective management of projects in accordance with the Values and strategic direction of Council.
2. Develop and continuously improve practices, processes, tools and IT solutions to enhance service delivery of the Capital Program branch.
3. Drive and support a positive, responsive and proactive customer-centric service culture, ensuring compliance with customer service standards and respectful, tactful, courteous and empathetic treatment of all customers.
4. Continuously act in accordance with Council's Values and Behaviours, acting as a role model and holding others to account for their behaviours.

Project Management:

In line with the Whitsunday Way – Project Management, ensure completion of all aspects for the successful project management across all projects delivered by the Capital Program branch, including:

Integration Management:

1. Full lifecycle management throughout the gated stages of the project, ensuring that appropriate stage gate documents and associated approvals are obtained from Project Sponsor, Project Control Group and/or Council where deemed necessary.
2. Maintain and transparently report the deliverability of the 3-year Capital program of projects and performance of individual projects to meet desired service and asset optimisation benefits, while addressing project risks across scope, schedule, financial, resourcing, quality, and stakeholder management.
3. Manage the handover and closure of projects to ensure integration of new and/or renewed service enabling assets is a seamless transition from the project to operational service teams.

Risks and issues Management:

Position Description

Capital Works Projects Manager

4. Manage all project risks, issues, and associated variation approvals in accordance with the Project Management Risk, Issues, and variation management guideline as well as alignment with overarching Corporate Risk Management policy and framework.
5. Lead the investigation of identified issues and development of scope for mitigation actions to address these issues for consideration by Council.

Scope Management:

6. In conjunction with Service Managers and Asset Managers of Council, ensure that Gate 0 – Project Brief provided to the Capital Program branch, clearly defines a deliverable scope of works and suitable level of funding to achieve desired asset optimisation outcomes of the project, as well as clearly defined regulatory and reporting obligations.
7. Manage and coordinate scope and design development as well as the obtaining of necessary approvals, with consultants, contractors and all stakeholders required to ensure project outcomes and service benefits are met.

Schedule Management:

8. In conjunction with the Coordinator – Capital Delivery, manage of an integrated and deliverable program of works for allocated project(s), clearly defining key deliverables and critical activities, timeframes and milestones, as well as required resourcing requirements.

Stakeholder Management:

9. Develop and maintain relationships with Council's Service Managers, Asset Managers, and other key internal and external stakeholders.
10. Ensure appropriate levels of engagement and consultation is undertaken with key stakeholders to ensure successful delivery of individual project outcomes and mitigate council's reputational and regulatory risks.

Quality Management:

11. Manage and coordinate all planning, design, approvals, and construction activities to ensure safety, environmental, regulatory, technical and funding considerations and obligations are met at all times.
12. Manage the close out of defects for Contractors and internal council delivery works, including coordination of site access and facilitation of close out inspections with relevant parties.

Resourcing Management:

13. Manage performance of internal delivery team, contractors, consultants, suppliers, and stakeholders in accordance with Council policy, procedures, and frameworks to ensure projects are successfully delivered without impacting the service delivery to the community or Council's reputation.
14. Overall accountability for the approach, awarding and engagement agreements between Council and its consultants, contractors and suppliers as required throughout the lifecycle of an individual project or defined program of projects.
15. Monitor the performance and ensure the successful completion of the contractors work in accordance with Council's contractual obligations, guideline, and standards to meet quality and technical standard expectations as well as ensure smooth transition of completed works to operational service teams.

Financial Management:

16. Management of project estimates, funding approvals and remittances, and any subsequent financial variations within approval financial management guidelines and processes.

Position Description

Capital Works Projects Manager

ORGANISATIONAL ACCOUNTABILITIES

1. Workplace Health and Safety

- Actively participate and promote a safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness, and operate in accordance with Council's Health and Safety Duty Statement and associated safety policies/procedures.

2. Culture

- Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Council.
- Comply with Council's Code of Conduct and all Council policies and procedures at all times.

3. Information Services and Technology

- Protect and manage Council's information assets in accordance with legislative, policy and process requirements.
- Use Council's technology appropriately and with respect.

4. Disaster Management

- Assist, support and participate in Council's response to a disaster event, including any exercises and/or any event where the Business Continuity Plan is activated.
- Employees may be required to undertake duties during emergencies and disasters as necessary that may not be related to their substantive role.

5. Customer Service

- Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence.

6. Financial Accountability and Governance

- Models compliance with Council's purchasing Policy.
- Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.
- Legislative Sub-Delegations and authorisations may also be applicable.

Position Description

Capital Works Projects Manager

QUALIFICATIONS/SKILLS

Essential

1. C Class “Manual” Drivers Licence.
2. Construction Industry White Card
3. Greater than 7 years’ relevant project management experience in the construction industry
4. Greater than 5 years relevant experience in the Water and Wastewater and Civil Industry
5. Greater than 5 years relevant experience with contract management

Desirable

6. Tertiary or Certificate Qualification in Project Management discipline
7. Tertiary or Trade Qualification in mechanical or civil engineering discipline
8. Experience in Civil., Water, Sewerage and Waste projects
9. Experience in managing and reporting on Capital Works programs
10. Greater than 5 years relevant experience in local government or government body

ACKNOWLEDGEMENT

This Position Description provides a general indication of the responsibilities and nature of the work to be undertaken by the employee. It is not intended to be a comprehensive list of all duties, tasks and/or requirements of the role.

The Position Description is reviewed on a regular basis and may be varied, with consideration being made for the employee’s skills, experience and expertise. Any changes will be made in consultation with the employee.