



POSITION DESCRIPTION

Project Manager

PROJECT MANAGER

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| POSITION TITLE: | Project Manager |
| POSITION NUMBER: | 4004 |
| AWARD | Queensland Local Government Industry (Stream A) Award – State 2017 |
| AWARD CLASSIFICATION: | 5 Classification – Contract – Above Award Provisions of appointment pay level and progression to be in accordance with the applicable award |
| REPORTS TO: | Director of Projects |
| DEPARTMENT: | Project Delivery |
| LAST REVIEWED: | June 2025 |

ABOUT US

Our communities are famous throughout Australia for being the friendliest in Northwest 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 responsible for: the end-to-end safe delivery of projects in accordance with the Cloncurry Shire Council's Project Management Framework and for addressing all critical project control elements including, cost, schedule, quality, risk and information management.

Projects range up to \$20m



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KEY RESPONSIBILITIES IN THIS ROLE

Position Overview

The Project Manager is responsible for the planning, execution, and delivery of infrastructure and capital works projects across the Cloncurry Shire region. This role ensures projects are delivered on time, within budget, and to the required quality standards, while complying with council policies, regulations, and community expectations.

Key Responsibilities

- Lead and manage multiple infrastructure projects from initiation to completion.
- Develop project plans, budgets, timelines, and risk assessments.
- Coordinate internal teams, contractors, consultants, and stakeholders.
- Monitor project progress and prepare regular reports for senior management.
- Ensure compliance with WHS, environmental, and procurement regulations.
- Engage with community members and stakeholders to ensure transparency and responsiveness.
- Manage contract Delays, variations, and Quality.
- Identify opportunities for process improvement and cost efficiency.

Selection Criteria

Essential:

- Tertiary qualifications in Project Management, Civil Engineering, or a related field.
- Proven experience managing end to end infrastructure or civil works projects.
- Strong understanding of local government operations and regulatory frameworks.
- Excellent communication, negotiation, and stakeholder engagement skills.
- Proficiency in project management software and Microsoft Office Suite.
- Current class C Queensland Driver's License.
- Construction Industry White Card

Desirable:

- AIPM, PBOK or PRINCE2 certification.
- Experience working in regional or remote communities.
- Knowledge of environmental and cultural heritage considerations in project delivery.