



POSITION DESCRIPTION

Manager Strategic Projects & Delivery

MANAGER STRATEGIC PROJECTS & DELIVERY

POSITION TITLE:	Manager Strategic Projects & Delivery
POSITION NUMBER:	1012
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	Level 8 - Contract
REPORTS TO:	Chief Executive Officer
DEPARTMENT:	Executive Services
LAST REVIEWED:	September 2026

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 designed to provide high-level strategic leadership, project delivery, business improvement and executive support to the Chief Executive Officer.

The role will lead strategic initiatives that strengthen Council's organisational performance, financial sustainability and ability to deliver on the aspirations of the community. The position is responsible for developing business cases, securing external funding, undertaking organisational efficiency reviews, preparing strategic reports, and coordinating special projects of significance on behalf of the Chief Executive Officer.

The Manager Strategic Projects & Delivery will work across all directorates to identify opportunities for improvement, support the delivery of Council's strategic priorities, and ensure Council is well positioned to respond to emerging challenges and opportunities.

REPORTING LINES

This position reports directly to the Chief Executive Officer. The position will work closely with the Mayor, Executive Leadership Team, Managers and key external stakeholders.



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KEY RESPONSIBILITIES IN THIS ROLE

While the deliverables associated with this role will change depending on organisational need and Council priorities, the following outlines the key duties and responsibilities of the position but is not all encompassing:

Strategic Projects and Executive Priorities

- Lead and deliver strategic and high-priority projects on behalf of the Chief Executive Officer and Mayor.
- Develop project scopes, implementation plans, budgets, risk assessments and performance measures.
- Coordinate cross-functional project teams to achieve agreed outcomes.
- Provide strategic advice and recommendations regarding major Council initiatives.

Business Cases and Funding Applications

- Identify and pursue funding opportunities aligned with Council priorities.
- Prepare high-quality grant applications, funding submissions and investment proposals.
- Develop business cases, feasibility assessments and cost-benefit analyses to support infrastructure, service delivery and economic development initiatives.
- Coordinate reporting and compliance requirements associated with funded projects.

Strategic Planning and Reporting

- Coordinate and contribute to the development of strategic plans, corporate initiatives and organisational priorities.
- Prepare executive briefings, reports, presentations and correspondence for the CEO, Mayor and Council.
- Undertake research, analysis and benchmarking to support informed decision making.
- Monitor and report on strategic initiatives and organisational performance.

Organisational Performance and Efficiency Reviews

- Undertake reviews of Council services, systems and business processes to identify efficiencies and service improvements.
- Lead continuous improvement initiatives and support implementation across the organisation.
- Develop recommendations to improve operational effectiveness, customer service and value for money outcomes.
- Track and report on benefits realisation arising from business improvement initiatives.

Working Across Directorates

- Work collaboratively across all Council departments to support strategic initiatives and organisational objectives.
- Provide project management and strategic support to Managers and Directors where required.
- Assist departments in developing business cases, project plans and funding applications.
- Support organisational capacity by undertaking special assignments and projects as directed by the Chief Executive Officer.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

- Extensive knowledge of strategic planning, organisational performance and project management principles.
- Demonstrated understanding of local government operations, governance and legislative requirements.
- High-level analytical, research and problem-solving skills.
- Demonstrated experience in business case development, grant funding acquisition and strategic reporting.
- Advanced written communication skills with the ability to prepare high-quality reports, submissions and briefing papers.
- Strong stakeholder engagement and relationship management capability.
- Demonstrated ability to work across multiple business units and competing priorities.
- High level of commercial, financial and organisational acumen.
- Understanding of the requirement for confidentiality in relation to Council business.
- Knowledge of the Queensland Local Government Act 2009 and Local Government Regulation 2012.



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KEY SELECTION CRITERIA

- Demonstrated experience in a senior management, strategic planning, project management or executive advisory role.
- Proven ability to develop successful business cases, funding submissions and strategic reports.
- Demonstrated ability to lead complex organisational and cross-functional projects.
- Strong analytical skills and the ability to identify opportunities for organisational improvement.
- Highly developed stakeholder engagement and negotiation skills.
- Demonstrated ability to influence outcomes and operate effectively in a politically sensitive environment.
- Ability to work autonomously while contributing positively to Council's leadership team.
- Exceptional verbal and written communication skills.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- Current Police Clearance.
- Current unrestricted C Class Driver Licence.
- Demonstrated experience in strategic planning, business improvement, project management, funding acquisition or executive support functions.

Desirable:

- Tertiary qualification in Business, Commerce, Economics, Public Administration, Project Management, Engineering, Regional Development
- Previous Local Government experience.
- Postgraduate qualifications in Business, Leadership, Governance or Project Management.
- Experience securing State and Federal Government funding.
- Experience undertaking organisational reviews, service reviews or efficiency programs.
- Previous people leadership or senior management experience.

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