



APPLICANT PACK

# Project Manager

Gunnedah Shire Council



## CONTACT

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We respectfully acknowledge the Traditional Owners, the Kamilaroi Aboriginal Nation 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.





# The Role

Gunnedah Shire Council is seeking a Project Manager to join their Infrastructure Services Team. This is an exciting opportunity to join a local government organisation, managing a large variety of Infrastructure projects.

The Project Manager will be primarily responsible for allocating relevant resources to deliver high-quality project outcomes for all construction projects.

The ideal candidate will have strong stakeholder management skills (both internally and externally), and an ability to develop and implement strategic and operational plans. They will also have high-level project planning, management, asset management and contract administration knowledge.

Gunnedah Shire Council offers a wonderful country lifestyle with a great work-life balance, where the successful incumbent will have the opportunity to make a difference by delivering key infrastructure to the local community.





# Key Responsibilities

- Ensure strict compliance with Council's relevant policies and procedures.
- Work collaboratively as a team member, with the long-term vision to deliver quality project outcomes.
- Compile high-quality and accurate monthly reports.
- Actively participate in the broader Infrastructure Team, while building strong internal and external relationships.

# Key Projects

Dependent on an incumbent's start date; potential key projects may include:

- Gunnedah Sales Yard Upgrade
- Koala Sanctuary Tourism Project
- Cultural Precinct re-development
- New indoor pool
- New Animal Compound Facility
- Two major Transport for New South Wales Highway Intersections
- Eucalypt Plantation Management
- Major / Minor projects for various council directorates
- Future Masterplan developments



## Opportunities and Challenges

- There is an opportunity to support team members in learning and development.
- The incumbent will have the opportunity to develop and have input into procedures.
- The opportunity provides a candidate to develop expertise in project delivery, particularly in rural New South Wales local government.
- Gunnedah Shire Council facilitates a supportive working environment, with opportunities for promotion.
- The Project Manager position currently does not have an administrative support person. This role would ideally, therefore, suit an incumbent who is hands-on.

## The Team

The Infrastructure Services team is a small and tight-knit group comprising of the Director of Infrastructure Services, the Manager of Project Management Services, and an additional Project Manager.

## The Culture

The Manager of Project Management Services supports an autonomous working environment, with an open-door policy.

Overall, Gunnedah Shire Council holds a collaborative, and easy-going culture. The workforce is comprised of both local and employees who travel to the region, as well as individuals who have relocated to work for Council.



# Key Stakeholders

## INTERNAL

- Infrastructure Services Team, including the Director of Infrastructure Services and Manager Project Services.
- Finance Team
- Governance Team

## EXTERNAL

- Public Stakeholders
- Head Contractors





## Qualifications, Skills & Attributes

- Demonstrated contract management skills ideally with exposure to commercial law.
- An ability to read and interpret infrastructure designs.
- High-level people management skills.
- High-level communication and interpersonal skills.
- A genuine interest in becoming part of the Gunnedah lifestyle and community.
- Tertiary qualifications in Project Management or a similar discipline.
- WHS Construction Induction Certificate.
- An unrestricted open driver's license.





## Council Employee Benefits

Working with Gunnedah Shire Council you will enjoy a great culture and a shire with a fantastic sense of community.

Further benefits for this role include:

- Base salary up to \$129 679 + Superannuation
- Relocation assistance
- RDO 3 weekly
- 3.5% Civil liability allowance

Gunnedah is a charming town in New South Wales, known for its country lifestyle and picturesque landscapes. It offers a welcoming community that values a balance between work and leisure. With ongoing development and growth projects in the works, Gunnedah is poised to continue to offer its residents and visitors a unique blend of country living with access to modern amenities.

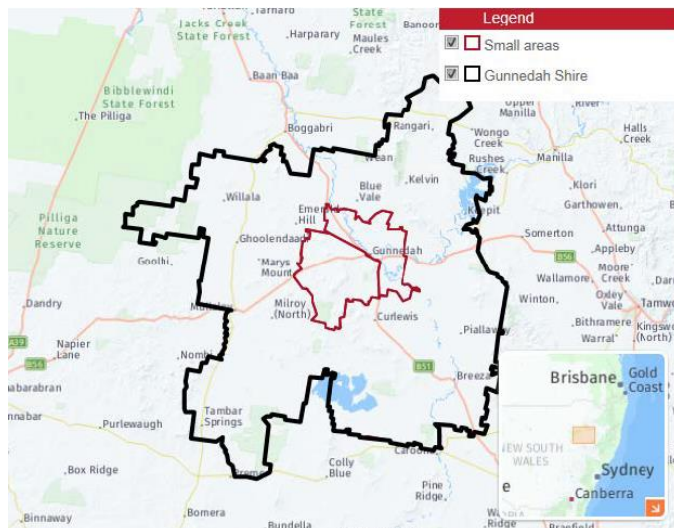




# About Council

**Gunnedah Shire known as “The Koala Capital” of the world has a population of approximately 12,826 residents and covers an area of approximately 4,994 square kilometres.**

Gunnedah Shire is a local government area in the North West Slopes region of New South Wales. The Shire is located adjacent to the Liverpool Plains in the Namoi River Valley and is traversed by the Oxley Highway and the Kamilaroi Highway. The Shire is located about 450 kilometres north of the Sydney CBD, and about 650 kilometres south of the Brisbane CBD.



The main employment sectors in Gunnedah Shire include agriculture and mining, as well as retail, healthcare, and education. The area is known for its production of wheat, cotton, and livestock, as well as its coal mining industry.

Gunnedah Shire Council is composed of nine councillors elected proportionally as a single ward. All Councillors are elected for a fixed four-year term of office. The mayor is elected by the councillors at the first meeting of the council.

## Links to Council Information





# Living in the Region



## Housing

The current median housing price for a 3-bedroom dwelling is \$373,500 with median rental price of \$405 per week.



## Educational Facilities

Gunnedah has several pre-schools and long day care centres, five primary schools and four secondary schools, as well as a smaller high-quality school for children with special needs. The New England Institute of TAFE - Gunnedah Campus offers a wide range of Government accredited and locally designed courses at a tertiary education level.



## Healthcare

There are excellent medical facilities in the region including Gunnedah Hospital, the region is home to medical centres, private health centres, dental practices and aged care facilities.





### **Shopping & Dining**

Gunnedah's central business area has everything from local craft and produce, to hair and beauty studios, amazing gift shops, flowers, chemist and supermarkets. It is the perfect place to browse or pick up a few essentials. The local dining scene offers everything from hearty pub meals, picnics, cafes and restaurants.



### **Sports & Recreation**

The Shire boasts a wide variety of leisure and recreational activities throughout the region, including golf club, parks and playgrounds, local swimming pool, and fishing, just to name a few. There are many sporting clubs in the region including football, netball, rugby union and tennis. If you prefer more leisurely pursuits and getting outdoors the region is a haven for nature exploring and discovering the heritage of Kamilaroi Country.



### **Getting Around**

Getting to Gunnedah by road from Sydney is approximately 5 hours and from Brisbane 7.5 hours. Tamworth is a short 1-hour drive and has a regional airport with regular services daily from Sydney and Brisbane.



Discover Gunnedah Shire





# 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

- Experience in the project management of infrastructure delivery.
- High-level written and verbal communication skills, with an ability to collate accurate monthly reporting.
- Experience in the training and development of staff.
- A qualification in Project Management (or similar discipline).



## Applications Open

- Week Commencing  
Monday 3 June 2024



## Applications Close

- 5pm Monday 24 June 2024



## Initial Assessment

- Week Commencing 24 June 2024



## Council Interviews

- TBD

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

A background image of a field of sunflowers with a large sunflower in the foreground.

# Application for Assessment, Shortlisting and Interviews

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

The council may require their preferred candidates to undergo psychometric assessment to assist in understanding the candidate's fit for the role and organisation, working preferences and attributes. Following selection of a preferred candidate 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



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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.





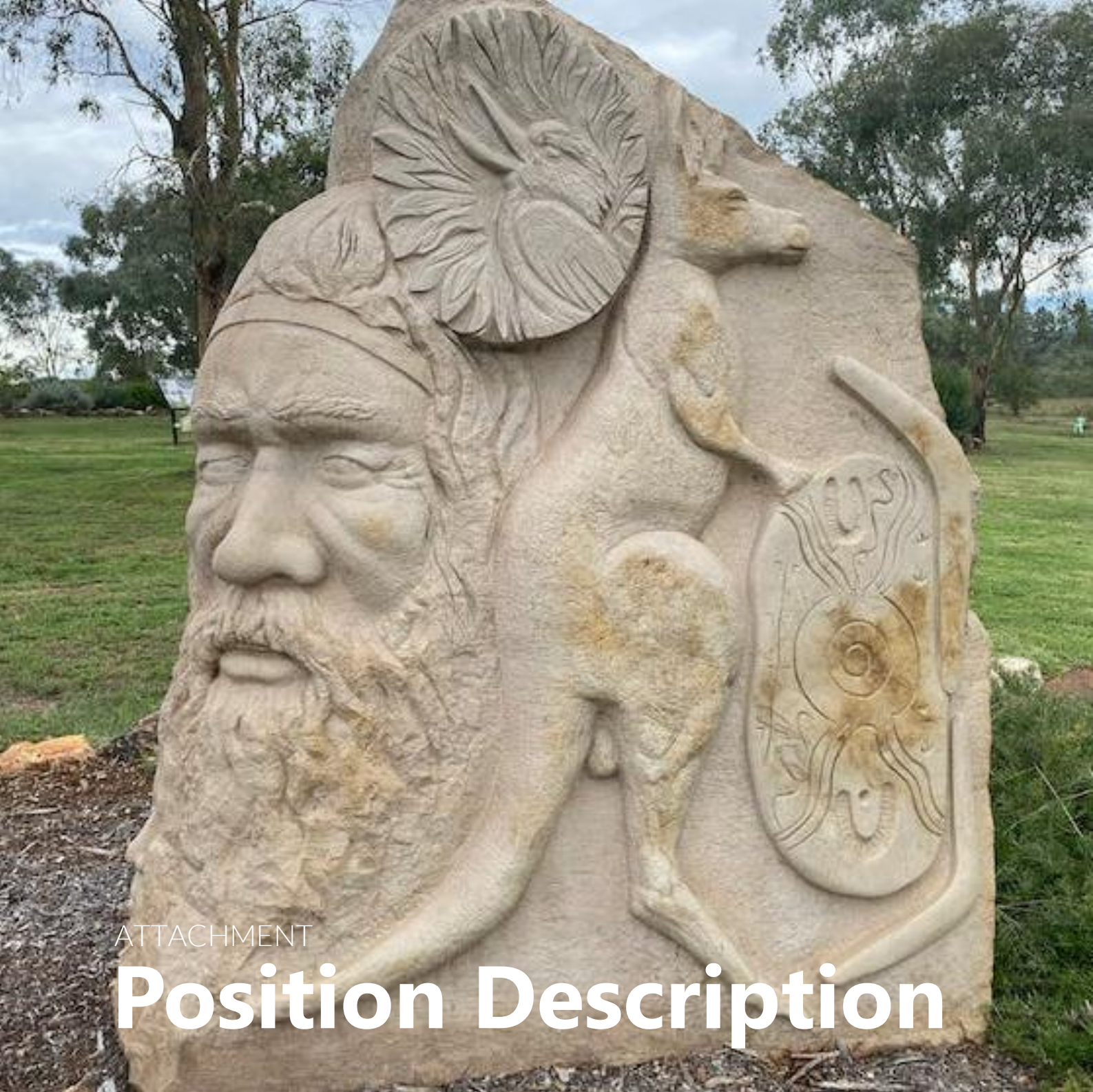
# Leading Roles

People ▶ Performance ▶ Partners

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ATTACHMENT

# Position Description