



CANDIDATE PACK

Manager – Project Management Office

Burdekin Shire Council



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We respectfully acknowledge the Traditional Owners, the Bindal and Juru peoples 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

Situated on the doorstep of the magnificent Great Barrier Reef, the Burdekin Shire presents an exquisite blend of untouched natural splendour and a thriving rural community. Positioned just a short one-hour drive south of Townsville, the Burdekin region is renowned for its abundant sunshine, fertile agricultural land and ample water resources. It is one of the most beautiful districts along the Queensland coast with unspoilt beaches and spectacular wetlands and is home to approximately 18,000 people. Burdekin Shire Council has a workforce of 300 staff and is committed to their vision of creating a prosperous, connected and inclusive community built on the Shire's strong rural foundations.

Burdekin Shire Council is seeking an experienced and engaged Manager – Project Management Office (PMO) to lead the successful delivery of Council projects from feasibility through to construction.

Reporting to the Director Infrastructure, Planning and Environmental Services you will lead a small, developing team who will benefit from an involved and hands-on leadership style. This is a fantastic opportunity for an experienced project manager who is looking to grow and develop their leadership skills with the support of a highly experienced and enthusiastic Director.



Position Overview

The Manager – PMO is responsible for the successful delivery of Council projects from feasibility and design through to construction and completion of projects, whilst ensuring projects remain within budget and prescribed timeframes. Additionally, the role entails overseeing the Project Management Team for civil works contracts in the Council's capital and maintenance programs, as well as managing external contractors.

Organisational Contribution

The Manager – PMO will be a key member of the Senior Supervisors Group working closely with the Manager Operations, Manager Technical Services, Manager Planning and Development and Manager Environmental & Health Services. Council is seeking a participative Officer to contribute to Council's organisational goals.

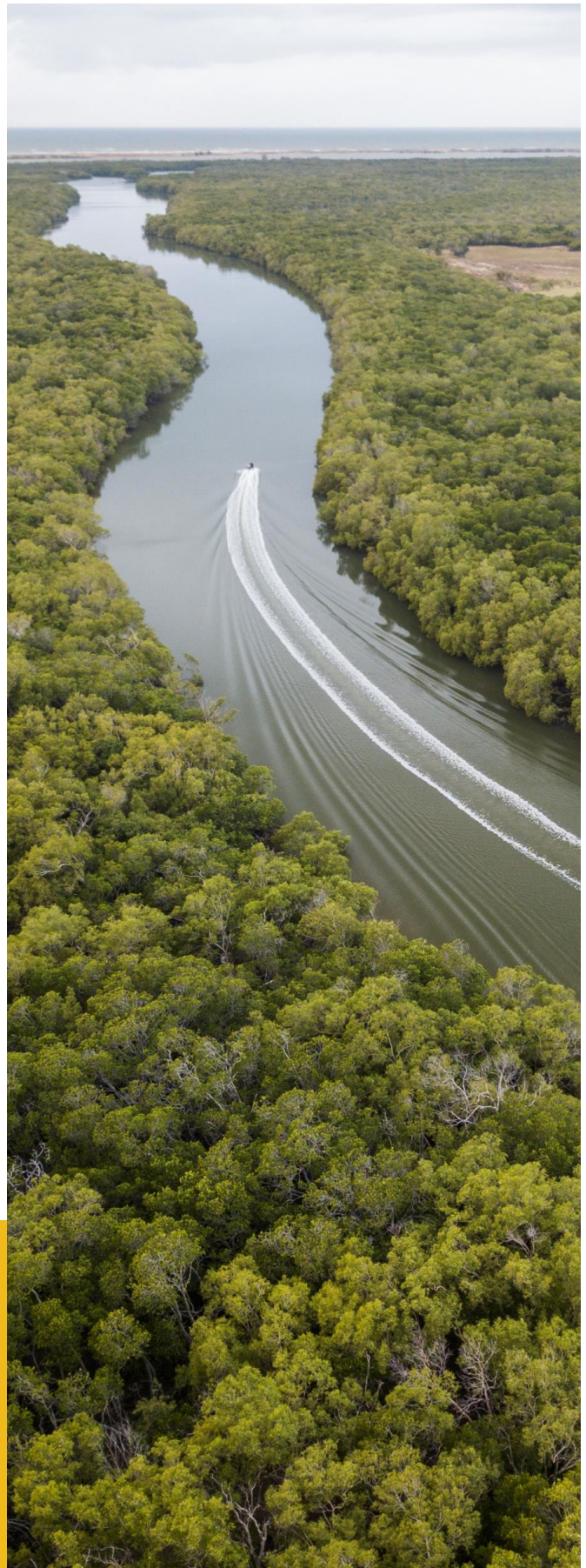
Under the progressive leadership of the Council's CEO Matthew Magin the council is a stable, values-led organisation. The successful applicant must demonstrate a commitment to Council's values and be an exemplar of behaviours that develop trusted partnerships, and model integrity, curiosity and compassion.

Key Responsibilities

- Lead and guide Council's project management team.
- Oversee project brief development, contract documentation compilation and statutory report submission.
- Prepare detailed specifications, plans and budget estimates for Council projects; manage design processes, statutory approvals, tendering and evaluation.
- Assist in Council funding applications alongside the Grants Officer and departmental staff.

Opportunities & Challenges

- With the backing of an exceptional CEO and Council, along with a positive organisational culture, this role offers not only longevity and advancement opportunities but also the chance to make a real impact in the community.
- Enjoy the unique opportunity to work closely with a highly engaged Director and supportive senior leadership group, contributing to strategic decision-making and project success.
- Lead an enthusiastic and motivated group, providing direction and mentorship to a team of developing engineers and technical officers.
- Overcome challenges such as cost escalation by leveraging your creativity and adaptability, ensuring projects stay within budget while maintaining quality and innovation.





Special Projects

- Lead the development of a world first Macro-Algal Treatment Facility that is being built, with Council commencing construction of a six-hectare earth pad at the Ayr Wastewater Treatment Plant. This is a joint initiative between Council and Regen Aqua and backed by technology developed over a decade by James Cook University. The innovative facility uses native green algae to treat wastewater and remove nutrients such as phosphorus and nitrogen.
- Oversee a \$30-40 million water filtration project aimed at improving water quality.
- Coordinate the construction of a \$10 million industrial estate.
- Lead the Disaster Assistance and Recovery Funding Administration (DAFRA) works for post-event reconstruction efforts.
- Supervise roadworks and drainage projects, including the renewal of a town drain.

Stakeholder Engagement

Central to this role will be the ability to engage and influence a broad range of internal and external stakeholders. This will include close collaboration with the Director and members of the Executive Leadership team. Given the size of the community, interaction with councillors will be more frequent than would be the case at a larger council, therefore an understanding of the dynamics of a small community is essential.



Workforce Leadership

The Manager – PMO will oversee a highly motivated and committed team of three individuals. This team comprises a cadet with one year of post-university experience, a graduating student nearing completion of her degree, and an exceptional PM Assistant with project management qualifications. The team is enthusiastic and highly capable and will continue to thrive under a leader who enjoys providing clear guidance and mentoring junior staff members to elevate their skills and broaden their experience.

Operational Performance

This position plays a crucial role in delivering council projects for the benefit of community. It ensures that projects are delivered with efficiency, comply with relevant standards and minimises risks. This role will contribute to the overall success of the organisation and the liveability for the community.

Personal Attributes

The Burdekin Shire Council is actively seeking an experienced project manager motivated to enhance their leadership abilities. Council is in search of an engaged manager who excels in mentoring teams, embodies Council's core values of honesty, teamwork, respect, community focus, motivation and support and fosters trust as a dependable partner to both internal and external stakeholders. Exceptional verbal and written communication skills are essential for effective influence and collaboration across a diverse range of stakeholders.



Qualifications, Skills & Attributes

We're seeking a versatile individual, preferably an RPEQ civil engineer with project management experience, who can thrive in a hands-on role, build strong relationships, and mentor team members to achieve their full potential.

- Experience in a similar role leading a Project Management Team in the successful delivery of Council projects from feasibility and design through to construction and completion, whilst ensuring projects are delivered within budget and prescribed timeframes.
- Well-developed skills in planning, design, technical specification development and estimation, and contract management of civil engineering works.
- Experience in leading, managing and mentoring a high performing, yet developing team.
- Highly developed written and verbal communication skills and well-developed stakeholder engagement capability.
- Qualifications:
 - ✓ Formal qualifications in Project Management and Contract Administration or considerable experience.
 - ✓ Degree or Associate Degree in Civil Engineering / Project Management or considerable experience
 - ✓ Diploma of Government (Procurement and Contracting) (Desirable)
 - ✓ Registration of Professional Engineer of Queensland (RPEQ) (Desirable, or ability to obtain within 6 months)



Salary Package Information

This is an ideal time to join Burdekin Shire Council, living and working in an idyllic location with great lifestyle benefits.

Some of the benefits of working with Burdekin Shire Council may include:

- Salary of \$180 000 including vehicle allowance and superannuation.
- Salary packaging.
- Development opportunities through corporate learning and development programs.
- Study assistance.
- Discounted health related memberships.
- Generous superannuation benefits – up to 12% superannuation in addition to your 6% superannuation contribution.

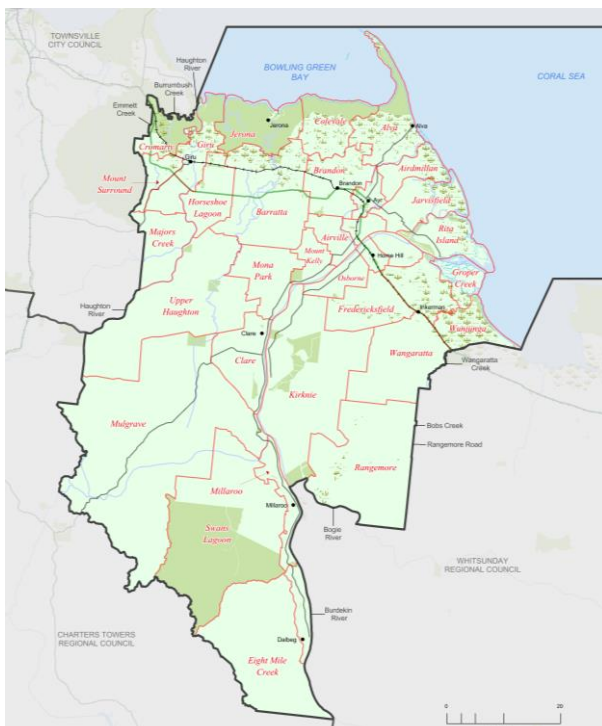


About Council

The Burdekin region is known as the “Sugar Capital of Australia”. The Burdekin region encompasses the area around the Burdekin River and includes towns such as Ayr, Home Hill and Giru.

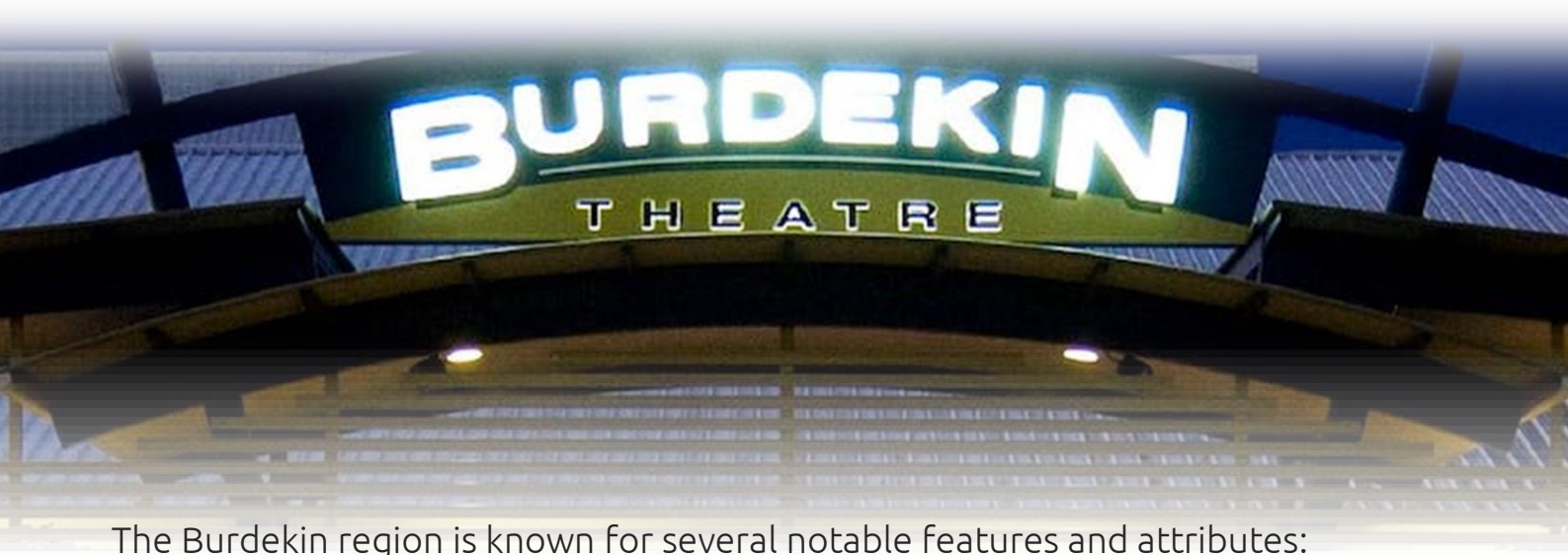
The Council's primary responsibility is to govern and provide services to the 18,000 residents of the Burdekin Shire, which encompasses an area of approximately 5,050 square kilometers. The shire is situated about 90 kilometers south of Townsville, a major city in Queensland. Burdekin is bordered by the Coral Sea to the east and the Great Dividing Range to the west.

The Burdekin Shire Council is known for its abundant sunshine, rich agriculture and water resources. The district is drought-resistant due to the Burdekin River, underground aquifer and Burdekin Falls Dam. In addition to agriculture, the area has strong horticultural, aquaculture and manufacturing industries. Tourism development is a focus for the council, aiming to attract visitors and create job opportunities. With pristine beaches, adventure sports, fishing and cultural attractions, the Burdekin offers a range of activities for visitors to enjoy.



Links to Council Information





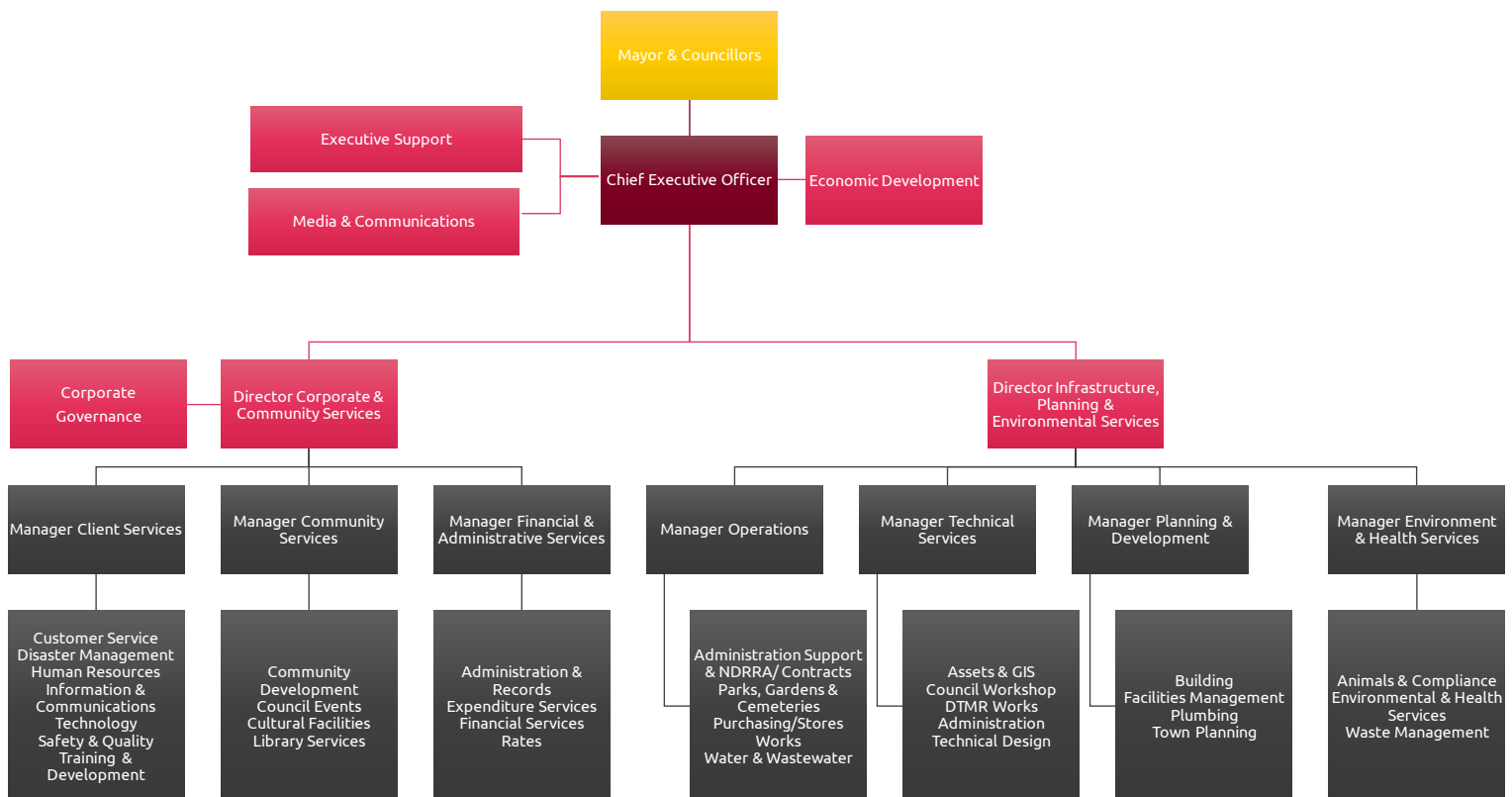
The Burdekin region is known for several notable features and attributes:

- **Agriculture:** The Burdekin is renowned as one of Australia's richest agricultural regions. Its fertile soils, ample water supply from the Burdekin River, underground aquifer and the Burdekin Falls Dam contribute to the successful cultivation of sugarcane, vegetables and other crops.
- **Water Resources:** The Burdekin River, along with the vast underground aquifer and the Burdekin Falls Dam, make the region relatively drought-resistant.
- **Solar Irradiation:** The Burdekin is recognised for its high levels of solar irradiation, making it an ideal location for solar energy projects.
- **Pristine Beaches:** The Burdekin boasts over 30 kilometers of unspoiled beaches that offer opportunities for various activities such as swimming, walking, picnicking, kiteboarding and fishing.

Some of the notable landmarks in the Burdekin include:

- **Burdekin Bridge:** The Burdekin Bridge, also known as the Silver Link, is an iconic landmark in the region. It is one of the longest multi-span, prestressed concrete bridges in Australia, spanning the Burdekin River and connecting the towns of Ayr and Home Hill.
- **Burdekin Theatre:** The Burdekin Theatre is a cultural and entertainment center located in Ayr. It hosts a range of performances, including live theater, music concerts, dance shows and other events.
- **Burdekin Water Tower:** The Burdekin Water Tower is a distinctive landmark in Ayr, featuring vibrant murals painted on its exterior.
- **Plantation Park:** Plantation Park is a popular recreational area in Ayr, offering beautifully landscaped gardens, picnic spots and playgrounds.
- **Burdekin Sugar Cane Railway:** The Burdekin Sugar Cane Railway is a unique attraction that operates vintage steam and diesel locomotives, offering visitors a scenic tour through sugar cane fields and a glimpse into the region's sugar cane industry.

Organisational Structure





Living in the Region



Housing

The Burdekin region offers a variety of housing options to accommodate different preferences and budgets. Some of the housing options available include houses, apartments, rural properties, retirement villages and vacant land for building.



Educational Facilities

The Burdekin region offers a range of educational facilities to cater to the needs of its residents. These include both public and private primary and secondary schools and distance education. The Burdekin region is served by TAFE Queensland, a vocational education and training provider.



Healthcare

Hospitals available in the Burdekin region include Ayr and Home Hill Hospitals. There are several general practitioner clinics located throughout the region, along with various allied health services available, including physiotherapy, occupational therapy, speech therapy, dietetics, and mental health services. The region has aged care facilities that provide residential care and support services for older adults requiring assistance with daily activities and specialised care.



Living in the Region



Shopping & Dining

The region offers various shopping and dining facilities, including Ayr Central and Home Hill Shopping Centres, retail precincts with fashion boutiques, homewares, electronics and more. Regular markets are held where you can find fresh produce, local crafts, homemade goods and other unique products. A diverse range of cuisines are available from take-away and casual dining to fine dining.



Sports & Recreation

The region boasts a wide variety of leisure and recreational activities throughout including football, netball, rugby union and tennis. If you prefer more leisurely pursuits and getting outdoors the region is a haven for exploring local parks and reserves.



Getting Around

The Bruce Highway (A1) passes through the region, providing a major arterial route connecting the area to nearby towns and cities. The public bus service connects different towns and provides transport options for commuting and travel within the region. The nearest major airport is Townsville Airport, located approximately 1 hour's drive north. Townsville Airport offers domestic flights to various destinations across Australia.

Burdekin Insights



Recruitment Process and Timeframes



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 a similar role leading a Project Management Team in the successful delivery of Council projects from feasibility and design through to construction and completion, whilst ensuring projects are delivered within budget and prescribed timeframes.
- Well-developed skills in planning, design, technical specification development and estimation, and contract management of civil engineering works.
- Experience in leading, managing and mentoring a high performing, yet developing team.
- Highly developed written and verbal communication skills and well-developed stakeholder engagement capability.
- Qualifications:
 - ✓ Formal qualifications in Project Management and Contract Administration or considerable experience.
 - ✓ Degree or Associate Degree in Civil Engineering / Project Management or considerable experience
 - ✓ Diploma of Government (Procurement and Contracting) (Desirable)
 - ✓ Registration of Professional Engineer of Queensland (RPEQ) (Desirable, or the ability to obtain within 6 months)



Indicative Timeframes



Applications Open

- Week Commencing Monday 2 December 2024



Applications Close

- 5:00 pm Friday 3 January 2025



Initial Assessment

- Week Commencing 6 January 2025



Council Interviews

- Week Commencing 13 January 2025

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

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.

MARK GOLDSWORTHY

Senior Executive Consultant



Mark Goldsworthy brings a wealth of experience in leading People and Culture functions across government and private sectors. Known for his humanistic leadership and commitment to fostering psychologically safe workplaces, Mark excels in identifying and developing high-performing talent.

At Leading Roles, Mark's focus is on executive search and recruitment, leveraging his extensive background in strategic HR and cultural transformation to connect organisations with outstanding leaders. His approach ensures clients receive candidates who not only meet technical requirements but also align with organisational values and drive success.

CONTACT

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ATTACHMENT

Position Description

Position Number	30218
Award	Queensland Local Government Industry (Stream A) Award – State 2017
Award Section	Section 1- Administrative, clerical, technical, professional, community service, supervisory and managerial services
Award Level	Level 8
Reports To	Director Infrastructure, Planning and Environmental Services
Place of Employment	Council Chambers, 145 Young Street

Position Objective

Reporting directly to the Director Infrastructure, Planning and Environmental Services, this position leads the Project Management Team and is responsible for the successful delivery of major Council projects from feasibility, design through to construction and completion of projects, whilst ensuring completion is within budget and prescribed timeframes.

Additionally, the role is responsible for the Project Management Team for project management and contract administration of allocated civil works and services contracts entered into in the delivery of Council's capital and maintenance works program and management of external contractors appointed to execute works in the delivery of Council's capital and some special intervention maintenance works programs.

Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly, the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Provide leadership and guidance to the Project Management team.
- Assist with the development and submission of Council funding applications in conjunction with Council's Grants Officer and other departmental staff.
- Oversight of the development of project briefs, compilation of appropriate contract documentation including detailed plans, specifications and estimates and the timely lodgement of relevant statutory reports.
- Prepare detailed specifications, plans and budget estimates for Council projects.
- Manage concept design, preliminary and detailed design for assigned projects via external consultants or internal resources.
- Manage statutory approval processes such as development, operational works and environmental approvals.
- Manage tendering, evaluation and Council reporting processes.
- Undertake contract management tasks, including supervision, quality, safety and administrative tasks.

Manager – Project Management Office

- Engagement and management of external contractors appointed to execute works in the delivery of Council's capital and some special intervention maintenance works programs
- Maintain a detailed program schedule for capital works for use in the Capital PCG Review.
- Compile and maintain thorough and concise documentation and records for all construction projects undertaken.
- Liaise with utility providers to achieve desired outcomes with project design and construction.
- Assist in the preparation of required project reporting to internal departments, Council meetings and Funding Agencies.
- Ensure all corporate information is captured within Council's business systems adhering to recordkeeping policies and procedures.
- Contribute to long-term strategic and short-term operational improvements of the Department.
- Liaise with the Works Overseer, Manager Water Wastewater and Parks Co-ordinator to plan and co-ordinate the delivery of Council projects.
- Provide Council's Asset Management Coordinator with completed project/program information to accurately update Council's Asset Register.
- Attend monthly Project Control Group meetings and monthly Operations Department supervisor meetings to inform and advise of project status.
- Ensure timely public consultation and stakeholder engagement occurs, advising of project design, anticipated timing and expected duration well in advance of programmed works.
- Promote and maintain a positive organisational image and good community relations by providing quality customer service to both internal and external customers.
- Liaise with all other sections or department of Council and as directed from time to time with elected members of Council.
- Provide technical advice to Council and the Local Disaster Management Group on disaster management arrangements

Position Requirements**Knowledge**

- Detailed knowledge of programme activities and work practices is required together with knowledge of interrelated programmes, which may force changes to particular work programmes.
- Comprehensive knowledge of contracts and work construction and control practices relying upon experience and training relating to the objectives of this position.
- Sound knowledge of Council policies.
- Comprehensive knowledge of the Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011 and their application in the workplace.
- Comprehensive knowledge of the Electrical Safety Act 2002 and Electrical Safety Regulation 2013 and their application in the Workplace.
- Comprehensive knowledge of Council's obligations under Safeplan.
- High level knowledge of Asset Management principles and practices.
- Sound knowledge of Council's Quality Assurance system.
- Working knowledge of the Environmental Protection Act 1994.
- Comprehensive knowledge of Department of Main Roads Standard Specifications and Standard Drawings.
- Sound knowledge of Finance and Asset Management software packages.
- Working knowledge of Microsoft Office 365 software.

Skills

- High-level of time management skills.
- High-level of work prioritisation, organisation, and planning skills.
- Highly developed oral and written communication skills.
- Day-to-day job control skills
- Highly developed skills in planning, design, technical specification development and estimation of civil engineering works.
- Well-developed leadership and team management skills.
- Developed skills with Microsoft Office 365 applications.

Abilities

- Ability to effectively manage personnel and to resolve interpersonal conflict
- Ability to suggest modifications to designs on-site to allow works to proceed without standing down or redirecting plant and equipment to ensure maximum utilisation of Council and contract resources and minimise impact on Works programmes

Other Requirements

- Commit to develop professional competency by participating in relevant on-the-job training, attendance at regional seminars and conferences and undertake self-initiated personal development

Experience and Qualifications

- Formal qualifications in Project Management and Contract Administration or considerable experience.
- Degree or Associate Degree in Civil Engineering / Project Management or considerable experience
- Diploma of Government (Procurement and Contracting) (Desirable)
- Registration of Professional Engineer of Queensland (RPEQ) (Desirable or ability to obtain in 6 months)
- Current C class driver's licence.
- Extensive experience in Local Authority and Department of Main Roads civil works construction and maintenance.
- Considerable experience in Civil Engineering contract administration.
- Experience in developing, leading and managing a team.
- Experience in managing significant civil construction projects.
- Experience in developing, reporting and managing budgets

Award Classification

These classification characteristics are drawn directly from the Queensland Local Government Industry (Stream A) Award – State 2017, and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

Organisational Relationships

- Works under broad direction.
- Manages a department/section or operates as a senior specialist.

Extent of Authority

- Manages a work area of Council at a higher level of ability.
- Authority to implement and initiate change in area of responsibility within organisational goals and constraints.
- Exercises control of organisational elements, accountable for the quality, effectiveness, cost and timeliness of programs/projects under their control.
- Solutions to problems require an analytical approach and elements of development and creativity within the scope of divisional/corporate policies.
- Methods, procedures and processes are less well defined, and employees are expected to contribute to their development and adaptation.

Core Competencies

These competencies relate to positions at this Award level:

Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.
- Set the goals and parameters.
- Identify major issues.
- Ensure that all team members know the goals, parameters, and major issues.
- Facilitate input by team members.
- Make timely decisions.
- Assign tasks.
- Coach team members.
- Ensure that the team monitors progress, analyses results, and make appropriate changes.
- Establish and maintain an effective team environment.

Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.
- Explore customers' expectations and base the service on this knowledge.
- When appropriate, treat major customers like business partners in designing Council's services.
- Develop and implement strategies to coach and train colleagues and teams to improve customer service.

Communication

- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences.
- Clearly express opinions, ideas, and information to colleagues.

- Provide complex information in plain language.
- Speak in a manner that suits the audience.
- Actively listen.
- Develop and implement strategies to coach and train colleagues and teams to improve the quality of written and verbal communication.

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.
- Implement strategies for improving quality.
- Monitor implementation of strategies for improving quality and take necessary corrective action.
- Develop and implement strategies to coach and train colleagues and teams to improve the quality of work.

Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.
- Implement strategies for reducing adverse impacts on the environment.
- Monitor implementation of strategies for reducing adverse impacts on the environment and take necessary corrective action.
- Develop and implement strategies to coach and train colleagues and teams to reduce adverse environmental impacts.

Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.
- Anticipate problems and risks and modify work methods appropriately.
- Develop and implement strategies to coach and train colleagues and teams to improve work health and safety.

Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.
- Analyse and improve efficiency in the workplace.
- Develop and implement strategies to coach and train colleagues and teams to improve workplace efficiency.

General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore, you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.