

Principal Project Manager

Position Number:	30092
Division:	Project Delivery
Reporting To:	Manager Project Delivery
Direct Reports:	4
Industrial Instruments:	Queensland Local Government Industry (Stream A) Award - State 2017 & Cassowary Coast Regional Council Certified Agreement 2023
Level:	8

At Cassowary Coast Regional Council, we are guided by our core values of Grow Our Own, Be Courageous, Accountable to our Community, Make it Better and Work Smarter.

Our vision “Cassowary Coast: the Most Liveable Tropical Community” reflects our deep pride in serving this unique region.

ABOUT THE ROLE

Council’s leadership team have several key focus areas: Healthy Communities, Liveable Places, Sustainable Environments, Thriving Economy and Good Governance. . Through these key strategic pillars and as part of the leadership team this role will drive effective work practices, a safe work environment and the transformation of culture, to develop and maintain an engaged work environment with a community and customer focus.

The Principal Project Manager leads a team of Project Managers, overseeing the planning, development and delivery of multiple projects, ensuring project delivery aligns with the Cassowary Coast Regional Council Project Management Framework (PMF) and Council priorities.

Key Result Areas

- Project completions are enhanced through improved planning, organising, and management of team actions including the scheduling and monitoring of project targets
- Project management services are delivered in a professional, efficient, courteous, and timely manner with a focus on a positive customer experience
- High level of adherence to project plans is demonstrated
- Results are delivered through improved guidance of project teams
- Stakeholder relationships are built, maintained and expectations are managed
- Project procurement, governance, safety, and communication processes adhere to the established policies of Council.
- Project and contract management processes are continually monitored, reviewed and evaluated, driven by key insights that facilitate continuous improvement
- Project management staff are empowered to improve skills, knowledge, job satisfaction productivity and retention

Key Accountabilities

- Ensure all projects are executed in accordance with the Cassowary Coast Regional Council Project Management Framework (PMF)
- Ensure that projects are allocated, prioritised, and delivered within approved time frames and budgets
- Provide leadership, mentoring and guidance to project managers
- Lead projects by implementing best practice in project management, encompassing planning, procurement, governance, contract and risk management, and stakeholder engagement.
- Ensure all projects are delivered in accordance with WH&S legislation, standards, and Council policies and procedures
- Contribute to capital works planning and budgeting for the project management team
- Allocate projects to the project managers in accordance with the directions of the Manager Project Delivery and Council's priorities
- Provide specialised guidance to project managers and Council stakeholders in the preparation of contract documentation
- Develop and implement project risk management strategies to mitigate Council's exposure to potential risk
- Contribute to the selection, procurement, and management of external consultants and contractors
- Build trusted and credible working relationships both within and outside the organisation and with relevant stakeholders
- Compile and submit project reports to the Manager Project Delivery as required
- Conduct regular reviews of the Delta database to ensure information is accurately recorded and maintained
- Undertake any other duties, projects or tasks as directed by the Manager Project Delivery which generally fall within the scope of this position and are within the incumbent's skills, competence, and training

ABOUT YOU

As member of the Leadership team at Cassowary Coast Regional Council you will model, and influence behaviours aligned with Council's Values of Grow Our Own, Be Courageous, Accountable to our Community, Make it Better and Work Smarter and the Code of Conduct for Council Employees in all interactions with internal and external stakeholders.

The leadership competencies you will demonstrate that are specific to this role include:

Vision

Lead strategically	<i>think critically & act on the broader purpose of the system</i>
Stimulate ideas & innovation	<i>gather insights & embrace new ideas & innovation to inform future practice</i>
Lead change in complex environments	<i>embrace change & lead with focus and optimism in an environment of complexity and ambiguity</i>
Make insightful decisions	<i>make considered, ethical & courageous decisions based on insight into the broader context</i>

Results

Develop & mobilise talent	<i>strengthen & mobilise the unique talents & capabilities of the workforce</i>
Build enduring relationships	<i>build & sustain relationships to enable collaborative delivery of customer-focused outcomes</i>
Inspire others	<i>inspire others by driving clarity, engagement, & a sense of purpose</i>
Drive accountability & outcomes	<i>demonstrates accountability for the execution & quality of results through professionalism, persistence, and transparency</i>

Accountability

Foster a healthy & inclusive workplace	<i>foster an inclusive workplace where health, safety & wellbeing are promoted & prioritised</i>
Pursue continual growth	<i>pursue opportunities for growth through agile learning & development of self-awareness</i>
Demonstrate sound governance	<i>maintain a high standard of practice through governance & risk management</i>

Skills and experience

You will have

- Tertiary qualifications in Project Management, Civil Engineering, Construction Management, or a related discipline
- Significant, demonstrated experience in end-to-end experience in project delivery & related contract management / superintendency
- Certified Practising Senior Project Manager (CPSPM) or Certified Practising Project Director (CPPD) or ability to acquire
- Demonstrated leadership skills with the ability to lead and motivate a team of project managers and to deliver high performance, collaborative and cooperative team-based culture
- Demonstrated experience in the quality, timely delivery of multiple concurrent civil infrastructure projects
- Demonstrated experience and knowledge of Australian Standards - AS2124, AS4000 and AS4902
- Highly developed communication skills including excellent customer service skills
- Highly developed and proven stakeholder negotiation and problem-solving skills including the ability to collaborate with different departments to provide project feedback to various stakeholders
- Demonstrated knowledge of applicable Acts, Regulations, environmental and quality management systems, project methodology and continuous improvement programs
- Highly developed computer literacy, and demonstrated experience with MS Project, Excel and Word
- Current Queensland Class C driver's license

Desirable skills and experience include:

- Project delivery experience in a local government context
- Knowledge and experience with Main Roads specifications and standards
- Knowledge and experience with Far North Queensland Regional Organisation of Councils (FNQROC) suite of regional procurement contracts

OUR ORGANISATIONAL EXPECTATIONS

- **Equity and diversity**

We are an equal opportunity employer and actively encourage diversity

We recognise the unique contribution First Nation people make to our workplace and our community and we strive to strengthen and develop connections through understanding, learning, and seeking opportunities to support a community connected to culture and Country

- **Work Health and Safety**

All employees are required to adhere to Councils Work Health and Safety Policy Statement and be committed to maintaining a healthy and safe work environment