Role description for Senior Project Manager

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| Branch | RoadTek | Division | Infrastructure Management & Delivery | Unit | Mackay Operations |
| Location | Mackay | Closing date | Friday, 12 March 2021 | Vacancy ref | QLD/365675/21 |
| Classification | AO7 | Fortnightly Salary | $4,270.60 - $4,579.20 | Contact | Greg Munro |
| Basis of employment | Permanent flexible full-time | Total remuneration | $127,115 - $136,301 | Telephone | (07) 4963 5477 |
| **Special Conditions:**   * Applications for this role may be used to appoint to similar vacancies for a specified period up to12 months after the closing date of the initial vacancy. * Applications requiring flexible work options will be considered * Criminal history screening will be conducted on the recommended person for the role. * Any Priority Transferees who apply will be assessed on the basis of suitability. | | | | | |
| **We are seeking a high performing and innovative Senior Project Manager to contribute to our vision:**  ***Creating a single integrated transport network accessible to everyone*.** | | | | | |

### Working at Transport and Main Roads

Transport and Main Road’s (TMR) vision is to create a single integrated transport system accessible to everyone. We move and connect people, places, goods and services – safely, efficiently and effectively. The driving force behind all of these things are our people. We employ over 8500 dedicated employees who share a common value – to drive positive change and to make a difference.

TMR actively encourages teamwork and innovation. You will work for an organisation which offers professional development, a variety of interesting work state-wide, a safe, healthy and secure workplace and flexible work and lifestyle options.

Follow TMR on LinkedIn, Instagram, Facebook and Twitter.

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| Customers first | Ideas into action | Unleash potential | Be courageous | Empower people |

### Your opportunity

In the role of Senior Project Manager you will manage the delivery of multiple civil infrastructure projects through the provision of technical expertise, project management experience and the administration of contracts to the design, construction and maintenance processes associated with project delivery. In doing this you will ensure effective coordination of key operational activities and resources associated with project management of a program of complex projects.

Accountabilities include:

* Project manage the delivery of assigned complex and multiple civil infrastructure projects and activities such as construction, maintenance, rehabilitation, preconstruction, electrical and business projects
* Manage the project team, materials, resources and suppliers to ensure all members are appropriately skilled and utilised, and to ensure deliverables, time and budgetary requirements are met. Manage supervise and coordinate resource allocation of your projects, encourage effective teamwork and foster a positive attitude toward organisational objectives.
* Prepare and manage tenders and estimates to support the business unit in achieving its organisational goals.
* Ensure all relevant standards, policies, guidelines and legislative requirements and operational system procedures are adhered to in order to facilitate the delivery of projects to a high and consistent standard for both Transport and Main Roads and other clients.
* Manage project teams to resolve complex issues to improve overall project performance.
* Identify and engage the necessary internal and external expertise to deliver project requirements, including the selection, engagement and procurement of contractors and suppliers.
* Promote a Project Management culture and manage development and implementation of the total project plan in relation to: integration, human resources, scope, communication, time, risk, cost, procurement and quality.
* Capture and share project outcomes and learnings, implement and foster best practice technology and project management methodologies within Transport and Main Roads.
* In alliance type projects, contribute to public consultation activities and ensure that effective liaison is undertaken with community, local governments and other major stakeholders.
* Identify and liaise with stakeholders and manage their expectations and issues including identifying possible works centre consequences to ensure they are dealt with in a timely and professional manner.
* Develop and facilitate plans to ensure the effective and efficient delivery of projects and monitor and report on project progress against predetermined time, cost and quality targets. Prepare and deliver submissions and reports relating to project issues, and identify appropriate mitigation strategies to overcome problems or obstacles related to the project/s.
* Acts in accordance with the QPS legislative framework and Code of Conduct. Models ethical behaviour and consistently applies those ethical standards to self and others.
* Commitment to Transport and Main Roads’ Workplace Health & Safety Policy of achieving a Zero Harm workplace.

This position reports to the Operations Manager.

### Is this role for you?

The information in this section outlines the basis of assessment of your suitability for the organisation and the role.

#### Mandatory requirements:

* Valid Queensland ‘C’ class driver’s licence or equivalent.
* A reasonable amount of travel consistent with industry standards will be required throughout the State.

#### Desirable requirements:

* A Diploma in Project Management is highly desirable.
* Previous studies or experience in an engineering field.
* Demonstrated supervisory or management experience in the civil industry.
* Candidates with RPEQ Engineering qualifications are encouraged to apply and will be highly considered.

#### Role/occupational capabilities:

* **Vision**
  + **Leads Strategically**
    - Clearly articulates the program’s role in achieving the organisational vision, working with others to determine program strategy, parameters and purpose
    - Demonstrates a forward focus, engaging partners in translating the strategic plan into concrete actions
  + **Makes Insightful Decisions**
    - Views situations through a range of perspectives, analysing multiple sources of information to recognise the broader implications of issues
    - Continuously refines the prioritisation of program commitments through stakeholder feedback and insight
* **Results** 
  + **Drives Accountability and Outcomes**
    - Works collaboratively to develop clear and shared objectives that inspire collective ownership for delivery of quality outcomes
    - Drives ownership and empowers others to independently manage and report on their portfolio responsibilities
* **Accountability** 
  + **Demonstrates Sound Governance**
    - Role models impartiality and ensures legislative and regulatory frameworks are applied effectively
    - Acts in the interests of the community and organisation through the cost-effective commissioning of goods and services, using best practice procurement processes and appropriate supplier relationships
    - Proactively facilitates collaborations to develop contingency plans in response to identified risks

**Technical/Occupation Specific:**

* **Project Management –** Plan and manage project management principles and methodology to achieve project outcomes. Apply relevant knowledge, skills, tools and techniques to road project activities, at varying levels of complexity, to meet project requirements.
* **Road Construction and Maintenance –** Applies a comprehensive knowledge and experience of road construction and/or maintenance and principles to road construction and/or maintenance, contributing to continuous improvement of these processes and practices.

### Your application

Please provide the following information to the panel to assess your suitability:

* Your current CV or Resume outlining your work achievements and experience relevant to this role, including at least two recent employment referees.
* A copy of relevant qualifications / certificates.
* A short cover letter (maximum 2 pages) on how your experience, abilities, knowledge and personal qualities meet the capabilities listed under ‘Is this role for you?
* A case study (maximum 1 page) outlining a project that you have played a key role in. This case study should describe the situation including the strategic imperative, clearly outline your task within the initiative as well as any other people involved and describe the actions you took and the results you achieved.

#### Submit your application:

* Applying online through the SmartJobs and Careers website [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) is the preferred means to submit an application. To do this, access the ‘apply online’ facility on the Smart Jobs and Careers website. You will need to create a ‘My SmartJob’ account before submitting your online application.
* By applying online you can track your application through the process, maintain your personal details through registration and withdraw your application if required.
* All role descriptions and selection processes are required to be aligned with Workforce Capability Success Profiles (WCSP). For more information about the Workforce Capability Success Profiles, visit <http://www.psc.qld.gov.au/for-employees/performance-and-development/capability-frameworks.aspx>
* If you experience any technical difficulties when accessing [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) please contact 13 QGOV (13 74 68). All calls relating to the status of your application once the job has closed should be directed to the contact officer on the role description. If you do not have internet access and are unable to submit your application online please contact QSS Customer Support Team on 1300 146 370, between 9am to 5pm Monday to Friday, to enquire about alternative arrangements.
* Late applications cannot be submitted via the Smart Jobs and Careers website, so please allow enough time before the closing date to submit your application. If approval has been granted by the Selection Panel for a late application to be considered, please contact the QSS Customer Support Team on the numbers above to arrange.
* Hand delivered applications will not be accepted.

### Additional information

* For more details about our organisation visit our website [www.tmr.qld.gov.au/About-us](http://www.tmr.qld.gov.au/About-us).
* TMR is an inclusive organisation which embraces diversity of thought, culture, life experiences and people to ensure we reflect the communities we serve. We are committed to building an environment in which all our employees can feel valued, included and empowered to bring their different perspectives, beliefs, ideas and cultures in creating a workplace of innovation and opportunity.
* Employees may be required to work in any other location as determined by business needs.
* You may be requested to undergo employment screening (for example a criminal history check) as part of our selection process.
* For more information about the role, its priorities and the organisational context please refer to the contact listed at the top of the role description.
* To be eligible for permanent appointment to the Queensland Public Service applicants must provide proof of Australian citizenship or permanent residency. To be eligible for temporary appointment applicants must provide proof that they can legally work in Australia.
* In accordance with Section 52(3) of the *Public Service Act 2008* and Public Service Commission Directive Early Retirement, Redundancy and Retrenchment, financial penalties apply for severance benefit recipients who are re-employed by a Queensland Government entity, for greater than twenty days, within the period covered by the severance benefit.
* In accordance with the Public Service Commission Directive Voluntary Medical Retirement, financial penalties apply for severance benefit recipients who are re-employed by a Queensland Government entity, for greater than twenty days, within the period covered by the severance benefit.
* Probationary periods apply to successful applicants external to the public sector.
* Applicants will be required to give a statement of their employment as a lobbyist within one month of taking up the appointment. Details are available at <http://www.psc.qld.gov.au/library/document/policy/lobbyist-disclosure-policy.pdf>
* A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicles.



