



POSITION DESCRIPTION

Project Manager – Kingborough Sports Centre precinct

POSITION DETAILS

Position No.	000758	Directorate	Engineering Services
Employment Status	Fixed term (Ending 24/12/2027)	Location	Civic Centre
Department/Unit	Engineering Services	Classification	Professional Engineer level 3

POSITION OBJECTIVE

The Project Manager -KSC precinct will provide project management expertise and support to the Project Director in the successful delivery of Council developments associated with the AFL High Performance Centre Project. This role is essential to ensuring the project meets its objectives of an infrastructure build that aligns with community, sporting, and regional development goals.

This position is offered on a full-time basis; however, a part-time role may be considered.

KEY FUNCTIONS AND RESPONSIBILITIES

- Support the project's vision, ensuring alignment with stakeholder objectives, including Council, AFL, and community expectations.
- Assist with the development of project frameworks, ensuring governance, risk management, and compliance with statutory regulations.
- Assist with the development of a project design which is fit for purpose, value for money, and meets stakeholder requirements.
- Assist with the delivery and control of the project in accordance with the Project Management Plan and associated documentation.
- Manage contractors and consultants to ensure project requirements are achieved and project deliverables meet applicable quality standards.
- Assist with obtaining approvals required for the project and ensure compliance with the approval requirements
- Assist with updating and communicating with stakeholders in accordance with the project's Communications Plan

- Work with internal Council teams, external contractors and consultants and other external stakeholders to resolve issues and ensure alignment on key project outcomes.
- Ensure that projects are undertaken in a comprehensive manner with the timely provision of appropriate plans and data for asset management purposes, and that the financials and cost variations are approved, reconciled and reported upon.
- Ensure that appropriate risk management measures and workplace safety and environmental standards are adopted and implemented on all works relating to the responsibilities of this position.

Work Health Safety and Environment: To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace or the surrounding environment. Comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS and Environmental policies and procedures.

Authority and accountability:

Employees at this level are professionally autonomous and undertake work that is novel, complex or critical under general guidance. They may be responsible for the supervision and mentoring of less experienced engineering or technical officers.

Judgment and problem solving: Employees at this level operate at an experienced level in delivering specialist and complex work which requires a high level of skill and knowledge. The position requires the capacity to work independently and without direct supervision.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Internal** – This position reports to the Project Director, Kingborough Sports Precinct.
2. **External** – The position will ensure strong relationships with the general public, community organisations, contractors, consultants, developers, and government agencies.
3. **Direct Reports** - This role has no direct reports.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Tertiary qualifications and/or demonstrated experience in general civil and road-construction engineering works.
- Demonstrated project management experience in urban redevelopment and/or the planning, design, and delivery of public infrastructure projects

- Sound knowledge and experience in managing civil works contracts of various styles and complexity and familiarity with contract administration processes.
- Demonstrated knowledge of engineering standards and practices and an ability to read and interpret complex engineering drawings.
- Demonstrated initiative and the ability to solve problems of a complex nature.
- Competent time management, planning and organisational skills.
- Competent negotiation and interpersonal skills and the ability to liaise and negotiate with a range of stakeholders including consultants, contractors, service providers and community members.
- Proficient skills in the use of Microsoft Office products and the use of Geographic Information systems.
- Sound knowledge of work health safety and environment related work practices relevant to a civil construction environment.

Desirable

- Experience in using Project Management software
 - Previous experience working in a local government environment.
 - Familiarity with delivering major sports infrastructure projects.

Licences

- Current unrestricted motor vehicle driver's licence.
 - A Working with Vulnerable People registration.
 - A National Police check will be required.