Project Manager – John Miller Industrial Estate

Position Details

Location	Barcaldine
Status	Full time, Fixed Term (Project Duration: anticipated October 2026 to February 2028) Subject to Councils capacity to pay, funding, and employee performance
Industrial Instruments	Queensland Local Government Industry (Stream A) Award – State 2017 Barcaldine Regional Council Certified Agreement 2025
Classification	Minimum level 7.1
Reports to	Director of Works
Direct Reports	N/A

About Council

Barcaldine Regional Council, located in the heart of the Central West of Queensland, is committed to providing exceptional services to the Barcaldine region, which includes the communities of Alpha, Jericho, Barcaldine, Aramac, and Muttaburra. With a wealth of talent within the organisation, and amazing facilities, we have created a vibrant workplace that blends old-fashioned, small-town charm with a rich indigenous history. We honour the Iningai and Bidjara peoples, the Traditional Custodians of this land, and embrace the diversity of Elders and community members.

Barcaldine Regional Council strives to provide our employees with a safe, secure, and supportive environment, where employees are encouraged to live by our values and reach their full potential. Our vision is to have a positive, sustainable, and innovative workplace, ensuring a bright future for all.

Our Values



Key Responsibilities

General Responsibilities:

- Lead the coordination and successful delivery of the John Miller Industrial Estate project (Lots 22-23 SP249547 and Lot 24 SP318673, off Ironwood Drive, Barcaldine) from planning through to construction, handover and lot release.
- Act as Council's primary point of contact for the appointed project management consultancy and manage delivery of the agreed scope, program and budget.
- Establish and maintain project baselines (scope, schedule, budget, risk and communications) in accordance with the approved Project Management Plan.
- Coordinate and support the Project Control Group and Technical Working Group, including scheduling meetings, preparing agendas and actioning outcomes.
- Ensure compliance with governance, procurement, WHS and audit requirements throughout the project.
- Maintain accurate project records, correspondence and documentation within Council's corporate systems.

Project Planning, Approvals and Design:

- Oversee the detailed survey, subdivision concept design and engineering design for the estate's 25 industrial lots, including roads, drainage, water, power and telecommunications servicing.
- Coordinate preparation, lodgement and management of the Material Change of Use, Reconfiguring a Lot and Operational Works applications, including liaison with the State Assessment and Referral Agency (SARA) and other state agencies.
- Oversee the Sewage Treatment Plant recycled water options analysis and its integration into the project's servicing strategy.
- Monitor project performance against agreed scope, program, cost and quality, and implement corrective actions where required.
- Coordinate site inspections, quality checks and safety meetings during construction.

Contract and Consultant Management:

- Administer the project management consultancy agreement and manage the performance of engineering, planning, survey, valuation and landscaping consultants engaged on the project.
- Coordinate procurement, tendering and contract management for civil works and utility servicing contractors in accordance with Council's procurement policy.
- Liaise with utility and service providers, including Ergon Energy, NBN Co and Telstra, to coordinate servicing design and construction.

Financial Management:

- Manage the project budget and monitor actual costs against forecasts across all project phases.
- Report budget variances and provide regular financial updates to the Project Control Group and Council leadership.
- Support grant acquittal and reporting requirements associated with Queensland Government funding.
- Contribute cost estimates and financial information to Council's capital works planning.

Communication and Stakeholder Engagement:

- Provide clear, concise written and verbal reports to the Project Control Group, Technical Working Group and Council governance forums.
- Prepare executive briefings and project updates for Council's Chief Executive Officer and Directors.
- Support Council's community communications and engagement activities relating to the estate.
- Maintain professional, respectful and timely responses to enquiries from stakeholders, contractors and the community.

Handover, Marketing and Close-out:

- Coordinate preparation of as-constructed documentation, registered title plans preparation and registration, maintenance obligations and asset handover information for Council's asset management system.
- Support preparation of valuation, marketing and sales documentation to facilitate the staged release of industrial lots to market.
- Oversee project close-out, including defect liability and warranty documentation.

Fundamental Responsibilities

- Comply with all Council policies, practices, and procedures and fulfill Council reporting functions as required.
- Be aware of and comply with all statutory workplace safety legislation and Council's Work Health and Safety Management System, Work Health and Safety policies, procedures, and duty statements.
- Promote safe working practices and maintain a safe, neat and tidy work environment.
- Minimise wastage in all activities while ensuring safety and effectiveness remain uncompromised, adhering to environmentally responsible practices.
- Ensure the security and appropriate use of Council information at all times.
- Monitor personal qualifications and licences to ensure currency, and participate in formal and on the job training to assist in ensuring a satisfactory knowledge and skill base.
- Work cooperatively and effectively in a team environment, communicating reliably and regularly.
- Deliver high quality customer service within the organisation and to the public.
- Uphold high standards of ethical conduct and integrity in all activities.
- Actively engage with Council and community to identify needs and opportunities, and provide suggestions for improvement to enhance community well-being and foster sustainable development.

NOTE: Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their band level, and in any area of Council.

Physical Demands and Work Environment

- In this role, you will occasionally be required to lift and carry heavy objects (weighing up to 20kg), with frequent repetitive tasks (bending, squatting, climbing, twisting, and reaching) and motions (simple grasping, fine manipulation, pushing and pulling, finger dexterity, and foot movement).
- Incumbents must possess adequate peripheral vision, hearing, depth perception, and colour discrimination to effectively perform the duties of this position.
- Incumbents will encounter occasional exposure to risks in the workplace which will require you to follow relevant site processes and wear the appropriate identified personal protective equipment (PPE) to ensure the safety of all employees.

Essential Criteria

Education:

- Diploma of Project Management, Certificate IV in Civil Construction or equivalent qualification desirable.

Licensing:

- Current Queensland class 'C' Driver Licence.
- Current General Construction Induction Card (White/Blue Card) or equivalent.

Experience and Knowledge:

- Minimum of five (5) years' experience in a project manager role delivering land development, subdivision or civil infrastructure projects, within a Queensland Council or equivalent industry experience.
- Demonstrated experience managing multidisciplinary consultant teams (engineering, planning, survey, landscaping) and civil works contractors.
- Knowledge of the Queensland development assessment process, including Material Change of Use, Reconfiguring a Lot and Operational Works approvals.
- Experience managing state government grant-funded projects, including budget, program and funding acquittal reporting.
- High-level planning, organisational and time management skills to manage a project to agreed cost, time and quality targets.
- Strong leadership skills and the ability to build effective working relationships with Council staff, councillors, consultants, contractors and state agencies.
- Demonstrated effective communication skills (interpersonal, written and verbal).
- Computer proficient, with experience in MS Excel, Project and Word.
- Demonstrated knowledge or ability to gain an understanding of WHS, Quality Assurance and Environmental procedures.

Acknowledgement

This position description is subject to change from time to time as Council's operational needs change and/or the organisation may be developed or restructured. Any such change shall be the subject of consultation with the position incumbent and others as may be deemed necessary or desirable. Further, it has been designed to indicate the general nature and level of work performed by employees within this classification and is not to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Approving Manager:	
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	