

Accountability, Leadership, Unity, Trust, Pride & Safety

Capital Program Project Manager
Full time – Fixed Term 3 year Contract
Location – Proserpine/ Bowen
Base Salary $120,000 - $130,000 per annum

The Whitsunday Regional Council is situated at the heart of the Great Barrier Reef. The region encompasses the 74 tropical Whitsunday Islands, the coastal towns of Cannonvale, Airlie Beach, Jubilee Pocket, Shute Harbour and Bowen along with the rural towns of Proserpine and Collinsville. The Whitsunday region offers a dynamic environment and is perfectly placed to live, work, play and invest.

Ready for an exciting challenge? Whitsunday Regional Council is seeking a **Capital Program Project Manager** to join our Capital Program branch.

We are seeking the following:

Capital Program, Project Manager – Roads and Stormwater
You will report to the Coordinator Capital Program and work with the Capital Program team to deliver projects within the Core (Transport and Drainage Assets) portfolio, including works arising from the recently completed Floodplain Management Plan and Stormwater Management Strategy.
Key projects include:

- Road safety improvement programs
- Carpark upgrades, resurfacing and reseal programs
- Causeway, culvert and flood immunity upgrades
- Drainage schemes and unsealed road improvement programs
- Stormwater infrastructure renewals and relining

Other Capital Program portfolios
While the focus of this role is Roads and Stormwater, Council's Capital Program also delivers projects across the following portfolios, and applicants with experience in these areas are encouraged to apply:

- Major Projects
- Utilities and Commercial

You will manage the end-to-end delivery of assigned capital projects through Council's Project Management Framework – from scoping, planning, design and procurement support through construction to closeout. A key function of the role is the contract administration of procured contracts you have helped develop, acting as contract administrator / Superintendent's Representative to manage scope, time, cost, quality, risk and contractor performance so that projects are delivered within agreed parameters and to the required standard.

Our offer to you:

- Save more with our salary sacrifice scheme
- Additional Vehicle Allowance
- Health and Wellbeing Benefits

Key Responsibilities:

1. Manage the full lifecycle of each project, from initiation to closeout, preparing Project Management Framework documentation and ensuring all stage gate approvals and sign-offs are obtained.
2. Help develop scope, specifications and tender documentation for assigned projects, and support tender evaluation and recommendation of award.
3. Administer procured contracts as contract administrator / Superintendent's Representative, including assessing and certifying progress claims, variations and extensions of time within delegation, and managing contractor performance through the defects liability period to contract close-out.
4. Report transparently on the status of the 3-year Capital Program and individual projects, addressing any risks across scope, schedule, finances, resources, quality, and stakeholder engagement.
5. Oversee the handover and integration of completed projects to operational teams, ensuring a seamless transition.
6. Manage all project risks, issues, and variations in accordance with established guidelines.

Operational Accountabilities:

1. Collaborate with Service Managers and Asset Managers to define clear deliverables, scope of works, and funding requirements for each project.
2. Lead the development of project scope, ensuring that necessary approvals are obtained and that project outcomes align with asset optimisation goals.
3. Work closely with the Coordinator of Capital Delivery to develop an integrated, deliverable program of works with clear timelines, milestones, and resource requirements.
4. Build and maintain effective relationships with internal teams (Service and Asset Managers) and external stakeholders, ensuring effective engagement and consultation to mitigate risks.
5. Manage project estimates, funding approvals, financial variations, and ensure compliance with financial management guidelines.
6. Ensure that safety, environmental, regulatory, and technical obligations are met during all stages of the project lifecycle.

Your skills and experience:

Essential

1. C Class "Manual" Drivers Licence.
2. General Construction Industry card (White Card)
3. Ability to obtain Authorised persons
4. Working Safely at Heights (or willingness to obtain)
5. Greater than 7 years' relevant project management experience in the construction industry
6. Greater than 5 years relevant experience with contract management

Desirable

1. Tertiary or Certificate Qualification in Project Management discipline
2. Registered / Professional / Chartered Project Management certification (issued by AIPM or equivalent)
3. Tertiary or Trade Qualification in mechanical or civil engineering discipline
4. Registered Professional Engineer Queensland (or agreeable to obtain this certification)
5. Experience in managing and reporting on a Capital Works programs

6. Greater than 5 years relevant experience in local government or government body

Join us and be part of shaping the future of Whitsunday!

Join the team:

To view the position description please click on the job attachments tab above. To apply, click the 'Apply' button above. For any further information regarding this role, please contact a member of our Human Resources Operations team on (07) 4945 0694.

Council is committed to providing a healthy work environment for individuals working, visiting or conducting business at Council workplaces and is transitioning to a Smoke Free Workplace.

Council practices Equal Employment Opportunities and Workplace Health and Safety Principles.