



Project Manager (Etheridge Shire Council Irrigation Precinct Development)

<b>DEPARTMENT:</b>	Executive Office
<b>REPORTS TO:</b>	Chief Executive Officer
<b>LOCATION:</b>	Council Office, St George Street, Georgetown Qld
<b>DATE PREPARED:</b>	February 2025
<b>PREPARED BY:</b>	Chief Executive Officer

**This Statement represents an accurate description of the role of the Project Manager (Etheridge Shire Council Irrigation Precinct Development).**

**Signed Position Incumbent:**\_\_\_\_\_

Date: \_\_\_\_\_

Etheridge Shire Council, ***'The Golden Heart of the Gulf'*** is classified as a small sized rural Council which borders Tablelands Regional Council, Mareeba Shire Council, Charters Towers Regional Council, Flinders Shire Council, Richmond Shire Council, Croydon Shire Council and Carpentaria Shire Council. The Shire covers an area of 39,039km<sup>2</sup> the Etheridge Shire is bursting with development opportunities with a current population of approximately 714 persons.

Mining, Tourism, Beef Cattle and Agriculture are the predominant industries driving our economy, but as industry grows and our population steadily growing so will the need for additional services to keep pace with this growth.

The shire has residential, rural/residential and industrial land available. The shire has good community infrastructure in place and is committed to providing additional infrastructure for future generations to enjoy. The shire is a great place to live, work and play and to bring up children and is blessed with a caring and committed community.

The Etheridge Shire Council Irrigation Precinct Development - Project Manager will be responsible for, but not limited to:

- Local demand and capability assessment – evaluating the agricultural development potential on the Etheridge Shire and relevant areas of the Gilbert River.
- Engaging with key Government and local stakeholders, individually and in public meetings;
- Delivering the Etheridge Shire Council Irrigation Precinct Development from conception to early operations including supervising the build at a high level;
- Ensuring compliance with internal policies, procedures and relevant legislation;
- Liaison with Environmental Protection and Biodiversity Conservation agencies and the execution of projects within the Federal and Qld State environmental requirements; and
- Championing workplace health and safety among staff, contractors and members of the public.

**Integrity:**

- Follows through with agreed actions.

**Excellent work ethic:**

- Follows instructions carefully.
- Anticipates potential problems and addresses them with Supervisor.

**Team player**

- Attends and participates in team meetings.
- Actively contributes to meeting discussions.

**Results orientated**

- Sees tasks through to completion.
- Completes tasks within specified time frames.

**Commitment to Best Practice**

- Follows procedures.
  - Maintains accurate records.
  - Maintains an understanding of Council policies and procedures.

**KEY PERFORMANCE INDICATORS**

Responsibility	Performance Measure
Establish project management and contract management processes that reflect sound commercial business and best practice, including individual project plans which identify milestones, risks and opportunities to scope, program and deliver the project within budget.	<ul style="list-style-type: none"> <li>• Contract management process established</li> <li>• Project management process established</li> </ul>
Prepare individual project plans that include milestones, risks and opportunities to deliver these to scope and program and within budget.	<ul style="list-style-type: none"> <li>• Plans are prepared for all projects prior to commencement and maintained until completion</li> <li>• Unconditional construction commenced</li> <li>• Construction completed successfully</li> <li>• Complete project reviews and lessons learned report upon project completion</li> </ul>
Develop and maintain effective collaboration with internal, external and other stakeholders relating to the development.	<ul style="list-style-type: none"> <li>• Ensure implementation of stakeholder engagement plan and early resolution of stakeholder issues</li> <li>• Establish early involvement of operations and maintenance staff, and system users prior to project handover</li> </ul>
Ensure all project documentation is complete and available at the conclusion of each project (including design reports, as-constructed drawings, operation and maintenance manuals).	<ul style="list-style-type: none"> <li>• Ensure that all project documentation is complete, signed off and stored in InfoXpert</li> </ul>
Financial management: <ul style="list-style-type: none"> <li>- Development of business cases, monitoring, reporting and management of capital investment and other programs</li> <li>- Preparation and reporting of budgets that reflect the Council's strategic direction</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation of project budgets that align with Council</li> <li>• Monitor and operate within agreed budget</li> <li>• Early reporting on budgeted anomalies</li> <li>• All capital expenditure requests are based on delegated authority and in compliance with Council policies</li> <li>• Gilbert River Irrigation Scheme completed to budget</li> </ul>
Gain all necessary approvals.	<ul style="list-style-type: none"> <li>• Submission of applications to the relevant agencies;</li> <li>• Promptly respond to queries.</li> <li>• All approvals and permits obtained</li> </ul>

**GENERAL INFORMATION AND CONDITIONS FOR APPLICANTS**

**Applicants are required to provide a written overview of their experience in relation to demonstrating their ability to meet the above Key Responsibilities & Accountabilities and provide a Resume with at least two referees (the above Key Responsibilities & Accountabilities is not required to be addressed individually within the application to Council).**

ABN 57 665 238 857

Address all correspondence to:  
The Chief Executive Officer  
PO Box 12  
GEORGETOWN QLD 4871

Phone: (07) 4079 9090  
Fax: (07) 4062 1285  
Email: [info@etheridge.qld.gov.au](mailto:info@etheridge.qld.gov.au)  
41 St George Street, GEORGETOWN QLD 4871

Appointment to the position of Project Manager (Etheridge Shire Council Irrigation Precinct Development) will be engaged under a ("term") contract with an attractive remuneration package to the successful applicant.

## **QUALIFICATIONS AND EXPERIENCE**

To perform this job successfully, an individual must have or be able to demonstrate a background in project management and achieving results. The position requires a good general knowledge of the regulations pertaining to Local Government within Queensland.

### **Essential:**

- Demonstrated experience in project management and working in a regulated environment;
- Demonstrated skills and experience in cultivating productive working relationships with project stakeholders, including competency in communicating verbally with groups and individuals;
- Demonstrated skills and experience in navigating government policy, regulation and legislation;
- Strong written communication and reporting skills;
- A proven ability to resolve problems.
- Proven determination to deliver a challenging project through to completion in a results focused environment;
- Ability to work effectively unsupervised and cooperatively with a team;
- Current 'C' class motor vehicle licence

It would be of advantage for an applicant to have one or more of the following:

### **Desirable:**

- An understanding of the legislation pertaining to agricultural activity such as water entitlements, vegetation management and land tenure;
- Tertiary qualification in agriculture or project management accompanied by suitable experience in the water industry or water resources development;
- Professional accreditation in project management;
- Experience in:
  - agricultural economics/agribusiness;
  - writing business cases and detailed reports;
  - interrogating and applying Geographic Information Systems (GIS);
  - agricultural irrigation systems and development;
  - obtaining environmental and other approvals; and
  - working in a highly regulated environment.

## **MEDICAL CONDITION**

It is a requirement of the Etheridge Shire Council that a medical examination with an approved General Practitioner be carried out prior to commencing employment. Successful employment will be dependent upon receiving confirmation from the General Practitioner that you are physically able to carry out the work required for this position.

## **CODE OF CONDUCT**

You will be required to inform yourself of the contents of the Shire's "Code of Conduct" and will be required to adhere to the Code.

## **WORKPLACE HEALTH & SAFETY**

You will be required to familiarize yourself with the Shire's Safety Policy and "Safe Plan" procedures. This includes compliance with all of the requirements of Project Safety Plans. This also includes the legal obligations of an employee as defined by the *Work Health and Safety Act 2011*.

## **DRUG & ALCOHOL POLICY**

As an employee you will be required to participate in Council's Random Drug and Alcohol testing programme and comply with Council's Drug and Alcohol policy.

## **PROBATION PERIOD**

A probation period of six (6) months applies to this position. This may be extended for a further period of no more than six (6) months should performance not be satisfactory at the expiry of the initial term.

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**ACCOMMODATION**

Council may provide accommodation with this position.

**CERTIFICATES, LICENSES, REGISTRATIONS**

It is a condition of employment that a Current 'C' class driver's license be maintained at all times. Failure to hold such license may result in termination of employment.

- Council is committed to Equal Employment Opportunity, Diversity and Merit principles.
- Existing Council policy will be applied to assist appointees to relocate.

Applications for this position should be forwarded to:

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Etheridge Shire Council  
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