



POSITION VACANT – PROJECT MANAGER

Due to CASC experiencing organisational growth across building services, housing, housing upgrades and new developments we are now seeking a suitable candidate for the role of – Project Manager

The Project manager will manage the project officers and acts as a liaison between Council, funding bodies and other stakeholders by providing administrative support from initiation to completion. Ensuring projects are delivered within defined scope, on budget and within project timeframes.

The project manager will need to provide strong leadership and supervision to achieve a high standard of work for the projects.

Key role and responsibilities

- Coordinate project activities including collaborating with other team members
- Manage and coordinate project officers
- Effectively establish communication between all stakeholders
- Monitor project progress including preparing updates, reports and expenditure
- Maintain project documentation including schedules and budgets
- Assist Operations Manager with other administrative duties
- Perform other duties as assigned by Operations Manager
- Risk Management and Compliance
- Asset Design with regulatory compliance
- Infrastructure and Projects Contract Management
- Strict adherence to confidentiality

Selection Criteria

- 5 years + Experience and Tertiary Qualifications in project management
- Civil or structural engineer qualification **Highly Desirable**
- Establish and maintain effective risk management and regulatory compliance
- Assessment, mitigation planning, and contingency planning.



- Exemplary leadership and communication skills
- Self-starter, proactive and able to motivate teams
- Strong connection to and knowledge of local Indigenous Community
- Current Queensland 'Class C' Driver's licence essential
- Current White Card (Construction Safety Induction)F

What we offer

Remuneration: Competitive annual salary offered and negotiated with the successful candidate depending on, skills and experience.

- Flexible work arrangements
- EAP
- Professional Development and Training
- Uniforms
- Salary Sacrifice
- QLD Local Govt Award rates & Superannuation

We value diversity and encourage applications from all qualified candidates. All applications will be handled in strict confidence. For further information or to learn more about this opportunity, please contact the HR Advisor at jobs@cherbourg.qld.gov.au

*Note: Aboriginal and/or Torres Strait Islander heritage – [Note: Non-Indigenous applicants will only be considered if no suitable Indigenous candidates are attracted in the first round of applicants]

If a suitable applicant is found, CASC has the right to close the applications sooner. So please get your EOI applications and resumes in asap.

Please send your cover letter and resume to jobs@cherbourg.qld.gov.au

Applications will close on the 14th of February 2025.