



Position Description

Manager – Project Management Office (PMO)

Department:	Assets, Infrastructure & Operations
Reports to:	Director - Assets, Infrastructure & Operations
Employment Instrument:	Senior Officer – Award not to apply
Location:	Palm Island (with travel to Townsville as required)

Palm Island Aboriginal Shire Council

Palm Island Aboriginal Shire Council serves the Manbarra and Bwgcolman peoples through community centred leadership, cultural respect, and a commitment to safety and excellence. Everything we do is focused on supporting our community to build a strong, vibrant local economy that sustains our people now and for future generations.

We're building a place-based workforce to deliver our Corporate Plan 2026–2031, expanding opportunities for Palm Island people and other professionals who want their work to have impact.

Our Values

- **Service to Community** – We act for the wellbeing, safety, and future of our people.
- **The Bwgcolman Way** – We work with respect, culture, unity, and accountability.
- **Safety First** – We protect our people, workplaces, and island through safe decisions and behaviours.
- **Leading for Excellence** – We strive for quality, continuous improvement, and responsible stewardship.

Role Purpose

Palm Island Aboriginal Shire Council delivers a complex capital works program encompassing housing delivery, roads, drainage and transport infrastructure, water and wastewater services, essential services, and community infrastructure. These projects are delivered through State and Commonwealth funding programs and are subject to rigorous governance, reporting and compliance requirements, with additional complexity arising from remoteness, logistics and multi-agency coordination.

The **Manager – Project Management Office (PMO)** provides enterprise leadership of Council's project management office, establishing a high-performing, governance-led framework that ensures all capital works and strategic projects are effectively prioritised, planned, delivered, and transitioned into sustainable operations.

This role is accountable for driving project delivery maturity across Council, strengthening governance, financial discipline, and reporting integrity, while ensuring alignment with community priorities, funding obligations, and long-term asset sustainability.

A key expectation of the role is to support local economic participation and workforce development by embedding procurement and delivery models that maximise opportunities for Palm Island businesses, contractors, and workforce capability development.

Key Responsibilities

In performing this position effectively, you will be required to:

Strategic Leadership & PMO Governance

- Establish and lead an enterprise Project Management Office (PMO) with strong governance, discipline, and transparency.
- Provide strategic advice to the Director, CEO, and Executive Leadership Team on project performance, risks, and investment priorities.
- Develop, implement, and maintain PMO frameworks, policies, tools, and standards aligned to best practice and local government requirements.
- Ensure robust governance structures exist, including project control groups, steering committees, and stage-gate processes.
- Drive consistency in project planning, approvals, reporting, and decision-making across Council.

Portfolio & Program Management

- Lead the coordination and oversight of Council's enterprise project portfolio across infrastructure, community, and organisational initiatives.
- Ensure programs and projects are delivered to agreed scope, time, cost, quality, safety, and funding requirements.
- Implement portfolio prioritisation and resource allocation processes aligned to Council's strategic and operational plans.
- Oversee project risk management, issue resolution, and escalation pathways at an executive level.
- Monitor and report on portfolio performance, including financial status, delivery progress, and key risks.

Financial Management & Funding Assurance

- Ensure strong financial governance across the project portfolio, including budgeting, forecasting, and cost control.
- Manage Council's enterprise grants programs, overseeing compliance with external funding agreements, grant conditions, and reporting obligations.
- Identify and manage financial risks, cost overruns, and funding gaps, providing early advice to the Director and ELT.
- Support the development of business cases and investment proposals for major capital works.

PMO Leadership & Team Management

- Lead and manage the PMO team, including Project Managers, Project Coordinators, Construction Supervisors, Project Administrators, external consultants and other organisational support.
- Allocate resources across the project portfolio to ensure effective delivery and workload balance, matching internal and external resource to project workload.
- Provide supervision, coaching and performance management to PMO staff.
- Build capability within the PMO through mentoring, development and structured learning pathways.

Project Delivery Capability & Continuous Improvement

- Drive uplift in Council's project management capability, systems, and maturity.
- Implement standardised project management controls, methodologies, templates, and reporting tools across all projects.
- Lead continuous improvement initiatives to strengthen delivery efficiency, governance, and accountability.
- Mentor and develop project management staff, including building local capability pathways.
- Act as the Contract Superintendent where required.

Integration with Assets & Operations

- Work closely with operational leaders to ensure seamless transition of completed projects into operational service.
- Ensure asset handover processes, documentation, and operational readiness requirements are consistently applied.
- Align project delivery with asset lifecycle management principles and long-term maintenance sustainability.

Procurement, Contracts & Local Economic Uplift

- Oversee project-related procurement and contract management practices.
- Ensure procurement strategies maximise local participation and economic benefit to the Palm Island community.
- Promote innovative delivery models (including micro packaging) to support local contractors and workforce development.
- Ensure compliance with procurement legislation, policies, and funding requirements.

Stakeholder & Community Engagement

- Build strong relationships with internal stakeholders, Council, community, contractors, and government agencies.
- Ensure culturally appropriate engagement approaches are embedded in project delivery.
- Represent the PMO and Council in external forums and funding agency discussions as required.

Key Relationships

Internal

- Director Assets, Infrastructure & Operations
- CEO and Executive Leadership Team

External

- State and Federal Government Agencies
- Funding Bodies
- Contractors and Consultants

- Finance, Procurement, and Governance teams
- Operational Managers and Coordinators
- Palm Island Community and Local Businesses

Position Requirements

Essential

- Tertiary qualification in Project Management, Engineering, Construction, Business, or related discipline; or extensive equivalent experience.
- Significant senior experience leading complex project portfolios or a PMO function, preferably in local government or a regulated environment.
- Construction Industry White Card (30215 QLD).
- Demonstrated experience in project governance, financial management, and delivery of capital programs.
- Strong understanding of procurement, contract management, and funding compliance frameworks.
- Proven ability to provide high-level strategic advice to executive leadership.
- Experience working in, or ability to work effectively with, Aboriginal and Torres Strait Islander communities.
- Current Queensland "C" Class Driver's Licence.

Desirable

- Experience in remote or regional service delivery environments.
- Formal PMO / project management certification (e.g. PRINCE2, MSP, PMBOK).
- Experience managing grant-funded infrastructure programs.

Success Profile (Behaviours)

- Leads collaboratively across teams, partners, and cultures.
- Exercises high-level judgement, integrity, and accountability.
- Communicates with influence, clarity, and cultural awareness.
- Acts as a role model for Council values and leadership standards.
- Leads through change with resilience and adaptability.
- Builds capability and empowers staff.

Compliance Requirements

All employees must comply with:

- Council policies and procedures
- Work Health and Safety legislation
- Code of Conduct
- *Public Sector Ethics Act 1994*
- *Local Government Act 2009*

Position Description Approval

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Palm Island Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

Chief Executive Officer: _____ **Signature:** _____
(Name)

Date: _____

Position Acceptance

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____