

Guide for Applicants

NQ Dry Tropics is hiring an experienced **Project Management Lead** for a full time position based in Townsville. Lead projects and drive real change.

The Project Management Lead plays a critical role in enabling the organisation to deliver projects and programs effectively by providing custodianship of the Project Management Framework, associated policies, standards, and the project management system.

With a strong focus on working as part of the team, the primary purpose of the role is to establish, maintain, and continuously improve the Project Management function, ensuring reliable, consistent, and high-quality project management insights to support executive decision-making. Reporting to the Corporate Services Manager the role provides strategic oversight of project management systems, offers coaching and advisory support to project managers, and leads change management initiatives to strengthen organisational project delivery capability.

This is a permanent full-time position based in Townsville.

The skills and attributes we are looking for include:

- an enthusiastic attitude with strong communication and engagement skills;
- excellent organisational skills, including the ability to provide training and coaching to project managers and teams;
- the ability to work effectively in teams as well as independently;
- experience in managing projects and in the development and maintenance of project management frameworks;
- experience in monitoring systems and producing reports to the executive on the organisations project management performance;

Working for NQ Dry Tropics

We are an independent not-for-profit company that supports communities in the Burdekin Dry Tropics of North Queensland to sustainably manage land, water, soil, plants and animals. We are a trusted and respected leader in natural resource management, with strong relationships with community, corporate and government partners.

NQ Dry Tropics is an equal opportunity employer offering professional development opportunities, flexible hours and a close-knit and friendly environment. You'll be rewarded with an attractive annual base salary range \$106,914 to \$125,075 plus 15% superannuation and five weeks annual leave.

You will be supported to build knowledge and skills and provided with career development opportunities through an attractive professional development program

Selection Criteria

It is essential that applicants address each selection criterion individually, clearly demonstrating how they meet the required skills and qualities. Please provide specific examples from your working experience to support your responses. Shortlisting will be based on the extent to which candidates have effectively addressed the selection criteria. Incomplete applications may not be considered.

Essential

1. **Qualifications and Technical Expertise:** Tertiary qualifications in project management, business, management, or a related discipline, or demonstrated equivalent experience. The role requires the ability to apply project management knowledge to organisational systems, frameworks, and portfolio oversight effectively.
2. **Project Management Experience:** Demonstrated experience in a similar role performing comparable functions, including the development and maintenance of project management frameworks, administration of project management systems and delivery of portfolio level reporting. The role requires a strong understanding of project management methodologies, governance, and lifecycle management, and the ability to embed these practices across teams and projects.
3. **Analytical and Reporting Skills:** Demonstrated ability to analyse project management system data, dashboards and metrics to provide actionable insights to executives. This includes identifying gaps, risks and opportunities in framework adoption and reporting and ensuring outputs provide assurance and confidence in the organisation's project management approach.
4. **Collaboration, Coaching and Training:** Ability to provide guidance, coaching and training to project managers and teams to ensure consistent application of project management practices. The role requires the capacity to influence and engage stakeholders at all levels and foster adoption of project management tools, templates, and methodologies.
5. **Change Management and Improvement:** Demonstrated experience leading organisational change initiatives and improving project delivery practices. This includes identifying, prioritising and implementing continuous improvement opportunities in systems, processes and organisational capability.
6. **Interpersonal and Organisational Skills:** Highly developed communication, negotiation and interpersonal skills, with the ability to work collaboratively across executive, corporate and operational teams. The role requires professional judgement, conflict resolution and problem solving capability in a complex and dynamic organisational environment.
7. **Operational Capability:** Ability to operate effectively within a fast-paced and complex organisational environment, managing competing priorities while maintaining focus on project delivery objectives.
8. **Mobility:** Current C class driver's licence and the ability and willingness to travel within the region.

Desirable

1. Professional project or program management certification (e.g., PMP, PRINCE2, MSP)

How to Apply

To be considered for this position, your application must include:

- A cover letter introducing yourself and outlining why you are a suitable candidate for the role (we encourage you to show your personality);
- A separate document addressing each of the selection criteria; and
- A current resume including the contact details of two recent referees

Applications should be submitted via email to careers@nqdrytropicals.com.au or lodged online through Seek.

To view the full Position Description, please visit the careers page on our website:

<https://www.nqdrytropicals.com.au/>

For further information about the position, please contact Wayne Crase on 07 4799 3500 or via email at careers@nqdrytropicals.com.au.

Applications close on: Monday 5 pm Monday 22/06/2026.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.