

Position Description

Position Title:	Project Management Lead
Location:	Townsville
Reports To:	Corporate Services Manager
Supervisory Responsibilities:	No staff report directly to this position
Tenure:	Full-time Permanent position
Base Salary Range:	Band 4 (\$106,914 to \$125,075)

Position summary:

NQ Dry Tropics supports the Burdekin Dry Tropics community to sustainably manage natural resources and deliver landscape-scale outcomes. 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.

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.

Duties and responsibilities

Custodianship and Governance: Act as the custodian of the Project Management Framework, including associated policies, standards, and the project management system, to ensure consistent, robust, and aligned project management practices across the organisation. This includes maintaining and configuring the system, developing and updating templates, tools, and user guides, and analysing user feedback to identify and implement continuous improvement initiatives that support organisational strategy.

Portfolio Reporting and Insights: Manage portfolio dashboards and executive reporting to deliver accurate, timely, and actionable insights on the organisation's project management performance, framework adoption and system utilisation. This includes analysing system level data, trends and metrics to identify gaps, risks and opportunities in project management standards. Reporting outputs inform executive decision making, support governance and compliance and provide assurance that planning, monitoring and reporting processes align with organisational policies, frameworks and strategic priorities.

Training, Coaching and Advisory Support: Develop and deliver project management training programs and provide coaching and advisory support to project managers and teams. This includes promoting understanding and adoption of project management practices and tools, supporting the consistent application of appropriate methodologies, and strengthening organisational capability to improve project delivery across all teams.

Change Management and Organisational Improvement: Lead change management and adoption initiatives to embed project management practices and processes across the organisation. This includes engaging with executives, corporate functions and delivery teams to align project management initiatives with strategic objectives, driving cultural adoption of project management practices, and identifying and prioritising initiatives that enhance project delivery efficiency and effectiveness.

Collaboration and Stakeholder Engagement: Working collaboratively across internal teams and with external partners to integrate project management practices with operational delivery. This includes providing expert guidance, representing the project management function in governance forums and planning workshops and building and maintaining trusted relationships that support project management success and organisational alignment.

Organisational Support and Flexibility: Undertake other duties as reasonably required to support organisational priorities, applying skills, knowledge, and adaptability to emerging priorities and operational needs. This includes contributing to team initiatives, supporting colleagues across programs, and responding to changes in project management, reporting, or engagement processes to ensure continuity of organisational outcomes.

Core competencies

Team Work

- Collaborate effectively across teams, programs and corporate functions to support consistent project management practices and organisational outcomes
- Contribute constructively to team activities, providing guidance, advice and practical solutions to support project delivery across the organisation
- Respect, encourage and support fellow team members to foster a positive and collaborative work environment
- Support the establishment of clear goals, roles and expectations within projects and organisational initiatives
- Proactively identify risks, issues or opportunities and communicate them effectively to enable timely decision making and resolution
- Demonstrate leadership through influence, expertise and professional credibility rather than formal authority

Quality

- Apply and promote agreed organisational standards, frameworks and best practice approaches to project management and delivery
- Maintain high quality documentation, reporting and project records in accordance with organisational, contractual and funding requirements
- Monitor work practices and project outcomes to identify opportunities for continuous improvement
- Support teams to adopt consistent methodologies, tools and reporting processes that strengthen organisational governance and accountability
- Apply evidence based approaches, industry standards and organisational frameworks to project planning, monitoring and delivery

Environment

- Work according to agreed environmental standards within your team
- Promote environmentally responsible practices within projects and organisational activities
- Identify and monitor your work for opportunities to reduce adverse impacts on the environment

Work Health and Safety

- Take reasonable care for your own health and safety and that of others who may be affected by your actions
- Comply with all organisational WHS policies, procedures and safe work practices
- Support safe planning and delivery of project and field activities, including risk assessments and appropriate controls
- Ensure vehicles, plant and field equipment are inspected, maintained and used in accordance with safety requirements
- Report incidents, injuries, hazards and near misses promptly and accurately in accordance with organisational procedures
- Conduct and submit trip plans for field work within the required timeframes and obtain the necessary approvals prior to commencing travel when required
- Participate in toolbox talks and safety training as required
- Contribute to a positive safety culture by modelling safe behaviours and challenging unsafe practices where appropriate
- Ensure appropriate first aid resources and emergency procedures are in place for field activities if required
- Monitor environmental conditions (e.g. weather, terrain, remote work risks) and adjust activities to maintain safe operations when required

Communication and Stakeholder Engagement

- Ability to communicate effectively to support collaboration, influence outcomes and promote high performance within teams and projects
- Ability to engage with internal and external stakeholders with professionalism, tact and sound judgement
- Ability to clearly communicate project objectives, expectations, progress and risks to a range of audiences
- Ability to foster positive working relationships that support collaboration and effective project delivery

Other

- Maintain a high level of professional confidentiality and discretion when working with private and/or sensitive information
- Personal characteristics of honesty, integrity, adaptability, commitment and reliability
- Availability to work across Burdekin Dry Tropics and all work locations
- Work according to agreed environmental standards within your team
- Contribute towards setting environmental standards within your team
- Monitor your work for opportunities to reduce adverse impacts on the environment
- Report incidents and suggest improvements
- Implement strategies for reducing adverse impacts on the environment

Organisational values and workplace responsibilities

All employees are required to work in accordance with the standards outlined in the NQ Dry Tropics Code of Conduct and are encouraged to learn and operate in alignment with our values:

Integrity - we are respectful, honest, trustworthy, consistent and fair.

Collaboration - we listen to others perspectives, work for mutual benefit and share successes.

Leadership - we drive change through creativity, tenacity and commitment.

Solutions - we create innovative solutions using experience and best available evidence.

Service - we provide outstanding service to our clients

All employees are expected to participate in the NQ Dry Tropics Induction Program and engage in ongoing training and professional development opportunities to maintain current knowledge and deliver high levels of service to both internal and external stakeholders.

Employees are also required to actively participate in the Employee Performance Development Program.

Skills, Experience and Qualifications

Essential

- **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.
- **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.
- **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.
- **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.

- **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.
- **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.
- **Operational Capability:** Ability to operate effectively within a fast-paced and complex organisational environment, managing competing priorities while maintaining focus on project delivery objectives.
- **Mobility:** Current C class driver's licence and the ability and willingness to travel within the region.

Desirable

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

Authorities

The authority vested in this position is limited to that specified within the Delegations Register.