Position Title	Project Manager
Group/Portfolio	Griffith Business School
Classification	HEW 8
Position Number	00063564
Reports To	00055708 Project Lead (Associate Professor)
Employment Type	Fixed Term, Part-Time

1.0   Position Purpose

The Project Manager position involves contributing to the Griffith Institute for Tourism's commercial consultancy research project 'Unearth Etheridge: Tourism Developments along the Savannah Way'. The Griffith Institute for Tourism (GIFT) is working with Etheridge Shire Council to transform Etheridge Shire into a central tourism hub along the Savannah Way. Guided by the Council's comprehensive Tourism Masterplan, this project focuses on sustainable tourism development that promotes economic diversification and enhances the visitor experience across the region. By integrating local community input and leveraging the University's expertise, this project aims to create a cohesive and engaging tourism experience that benefits both residents and visitors. This transformative project will deliver four tourism infrastructure developments along the Savannah Way, aligning with the Etheridge Shire's 10-year Tourism Masterplan and key regional, state, and national priorities. The initiative is a collaborative effort between Griffith Institute for Tourism (GIFT) and Etheridge Shire Council to position the Shire as a tourism destination, promoting sustainable economic growth and enhanced visitor experiences.

The Project Manager will manage and coordinate the four infrastructure developments included in the project. The position is responsible for providing high level advice and information in the successful deployment of project resources. This position includes managing stakeholder relationships, leading tender processes, developing strategic business cases, and serving as a liaison among Griffith University, Etheridge Shire Council, and various government agencies. The role includes frequent travel to Etheridge Shire to ensure effective project coordination and stakeholder engagement.

2.0   Eligibility Requirements

- Extensive project management experience and management expertise, particularly in the completion of government-funded infrastructure projects in regional and remote locations, working with multiple diverse stakeholders including local government authorities.
- In-depth understanding of the Queensland Local Government Act 2009 and the Local Government Regulation 2012, particularly in relation to tendering processes is desirable.

3.0   Key Responsibilities

- Provide project management advice to the Project Lead to ensure the successful implementation of the project, including the preparation and delivery of project team activity summaries and reporting on key milestones for internal and external stakeholders.
- Allocate appropriate and approved resources to the project and appropriately schedule and coordinate the project elements within the program to ensure effective and timely delivery with efficient use of resources.
- Provide high level policy and procedural advice in relation to the project's progress and compliance.
- Ensure continuous improvement of service delivery and effective operational performance in meeting objectives.
- Facilitate strategic planning for the project in liaison with the Project Lead.
- Ensure adherence to best practice procedures whilst also ensuring compliance with University policies and procedures.
- Ensure the contractual obligations of all parties are met, including those related to project closure.
- Collaborate with the project's Research staff to manage the development of detailed project plans to monitor and track progress of the project and ensure that the project is delivered on time, within scope and within budget, including continuous review of project materials for accuracy, quality, and appropriateness, and to ensure meetings are scheduled and outcomes and progress are reported to relevant stakeholders.
- Establish and manage relevant partnerships to support the projects engagement and initiatives.
- Lead and promote compliance with relevant legislation and University policies and procedures, including research ethics, equity and health & safety, laboratory standards and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0   Key Capabilities

- Griffith University has established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

  To read about some of the non-technical organisation skills for this position, please see the Leads Self/Others section of our Capability Development Framework.