



Leaders in Regional Roads Management and Disaster Recovery Systems

Candidate
Prospectus

Project Manager



shepherdservices.com.au



Driven Different

At SHEPHERD, we do things differently.

We work alongside regional and remote councils to solve complex challenges with practical advice, quality data and systems that work on the ground.

Our foundations are in road asset management, where we developed RACAS® to give councils a better way to understand and manage their networks.

In 2016, we expanded into civil project delivery and disaster recovery, supporting councils through flood restoration and critical infrastructure projects.

Since then, we have continued to grow into a multidisciplinary team delivering integrated services across asset management, GIS and civil.

Our focus has always been the same. Helping councils make informed decisions that stand up in the real world.

For further information please visit www.shepherdservices.com.au



The SHEPHERD Way

At SHEPHERD, we're Driven Different. We show up when it counts and focus on the work that matters for regional communities.

For our team, that means how we work, how we show up and what we hold ourselves accountable to:



Speak with Purpose

Say the things that matter, clearly and respectfully.



Integrity with Care

Support, challenge and look out for each other.



Grow Strength Together

Build capability, work together and leave our clients stronger.



Build Better Communities

Strengthen, sustainability, resilience and deliver positive outcomes.



Improve What Matters

Challenge the norm, make a real difference and deliver with discipline.



What Drives Us

We work on what matters. Roads, assets, and recovery for regional and remote communities.

We're motivated by solving complex problems with practical advice, quality data and systems that work in the real world.

We back our people and take pride in the work we deliver, because it has a direct impact on the communities our clients serve.



Why SHEPHERD?



We Link Engineering & Finance
Connecting asset decisions with real outcomes.



We're Ready to Mobilise
Supporting clients when it matters most.



We Go Beyond Compliance
Real solutions that make a difference.



We Focus on What Works
Practical solutions, not theory.



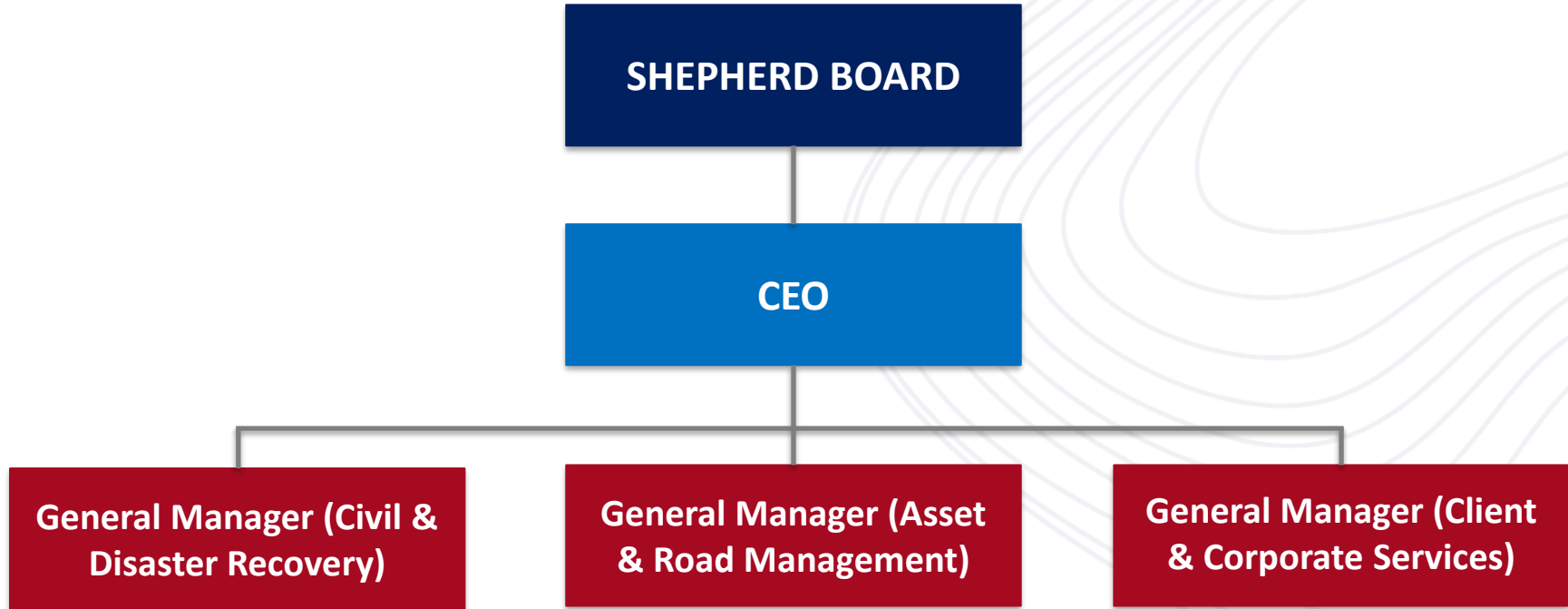
We Build Capability
Helping councils grow their internal capacity.



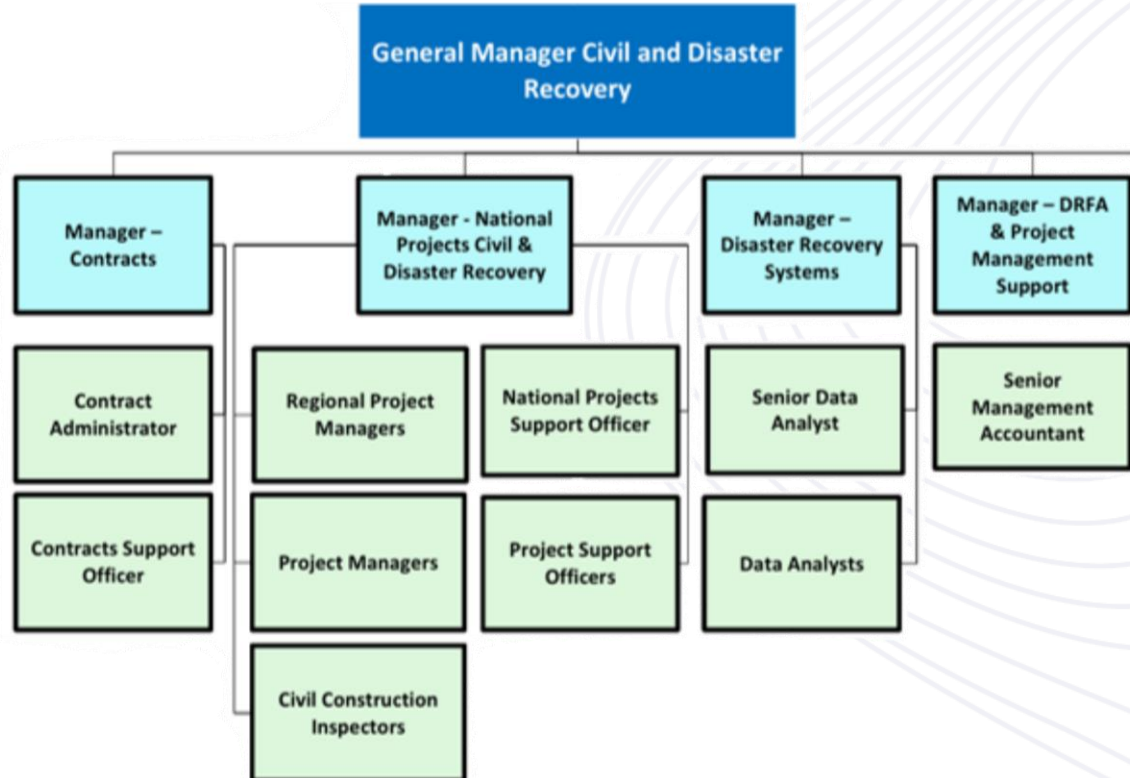
We Deliver Quality Data
Accurate, relevant data that supports better decisions.



Organisation Structure



Civil and Disaster Recovery Structure



Project Manager

Reports to:

**Manager National Projects Civil
and Disaster Recovery**

Employment Status:

Fixed Term, Full-Time

Overview

The Project Manager – Civil & Disaster Recovery ensures the efficient planning and execution of projects, exceeding client and contract expectations.

Oversee the safe delivery of SHEPHERD civil and disaster recovery projects, managing feasibility, design, permits, approvals, contract administration, quality, and other project requirements.

Knowledge, Skills & Qualifications

Essential

- A minimum 8 years' experience in a similar role, managing project delivery and monitoring compliance.
- Tertiary qualifications or Certificate IV Civil Construction Supervision or project management.
- Experience working across multiple sites and managing a diverse and dispersed workforce.
- Demonstrated ability to manage stakeholders, competing priorities and deadlines across multiple projects.
- Demonstrated working knowledge of Quality Management Systems (QMS).
- High level analytical and problem-solving skills.
- Well-developed interpersonal skills and the ability to maintain positive relationships with internal and external stakeholders, resolve issues and negotiate matters on behalf of the work area.
- Demonstrated numeracy, written and verbal communication skills and a high level of proficiency in the use of Microsoft Office Suite.
- Demonstrated understanding of technical drawings, construction methods, standards and how they are applied.
- Current First Aid/CPR certification.
- Construction Industry Induction Certificate (White Card).
- Valid C Class driver's licence.

Desirable

- Tertiary qualifications in civil engineering or project management.



Why this Role?

- This position offers an exciting and unique opportunity to work on various projects across various locations in Queensland, New South Wales & Victoria, to deliver large-scale civil construction projects and natural disaster restoration work.
- This could be the lifestyle change you have been seeking where you can have an adventure while working.
- Unlike other organisations, you will also be paid door to door and not simply just when you are 'on the job'. It would be ideal if you live near a major regional airport to allow for easier travel.
- Personal circumstances that allow for working away from home will be necessary (DIDO/FIFO).
- Attractive remuneration package, including allowances, work vehicle, paid travel time and uniforms will be supplied.



Additional Information

- Total FTE working at SHEPHERD number 70 (47 full time, 15 part time, 8 casual)
- You will be providing engineering oversight to all areas of Civil and Disaster Recovery projects, along with ensuring SHEPHERD is recognised as a leader in Disaster Recovery Services within the industry, leveraging contemporary and innovative procurement and contract management documentation and processes to deliver timely and cost-effective delivery solutions to our clients.
- You will have the ability to travel to various project sites, along with strong communication and interpersonal skills to connect with our clients, providing sound advice and recommendations on innovative solutions.
- This is an organisation where staff are positive and proactive and importantly, one where the Directors are hands on and focused on the well being of staff, clients and the broader team vs just the \$'s. People actually want to come to work, they are invested in what they do and subsequently enjoy their roles and the contributions they make. Whilst this may be almost unheard of in most workplaces today, it is a genuine reality at SHEPHERD.
- If you enjoy working in local government then this position will give you similar scope without all the 'red tape'.
- This is an opportunity to be a part of a progressive and contemporary organisation.



Remuneration and Benefits

- The cash component will be \$63.00 per hour + Super (note this is a flat rate for all hours worked). Timesheets are submitted each week.
- Mobile phone allowance of \$62.00 / month (paid fortnightly).
- Working away from Home Allowance of \$100/night when travelling.
- Paid travel to and from your base to project location
- Provision of IT equipment for work purposes.
- 4 weeks annual leave and 10 days personal leave.
- Uniforms will be provided in accordance with company policy.



Tools that won't hold you back: quality vehicles, reliable equipment, and access to systems like RACAS®, GIS platforms, and proprietary DRFA tools.



Straightforward, competitive pay: market-aligned remuneration, travel support, door-to-door time, and accommodation when you need it.



A team that backs each other: respectful, inclusive, and aligned to our Shared Standards in how we show up every day.



Work that actually matters: projects that improve infrastructure, resilience, and outcomes for regional communities who feel the impact.



Flexibility that works: remote options, field-friendly arrangements, and support to set yourself up properly at home or on the road.



Room to grow and stretch: opportunities across engineering, GIS, valuations, DRFA, asset accounting, and project delivery.



Recruitment Process

Assessing Applications

SHEPHERD will review applications as they are submitted and will determine a shortlist of suitable candidates. Only shortlisted candidates will be contacted, and interviews will be arranged with the Company's panel. SHEPHERD reserves the right to close the position earlier than advertised.

Privacy information

Privacy Information: SHEPHERD SERVICES is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information that you provide in your application will only be used by employees of Peak Services. Your information will be provided to authorised Company Officers, including Human Resources, interview panels and hiring managers.



Recruitment Background Checking Requirements

Our next steps following the interview process:

1. Reference Checks

SHEPHERD requires at least two reference checks to be completed. The candidate will be required to provide the contact details for two recent employment referees, with at least one being someone that they directly reported to in their position.

2. Qualification and Registration Verifications

SHEPHERD will undertake qualification verifications for any qualifications that have been stated in the candidate's application. Contact is made directly with the relevant organisations to verify qualifications. This can also include a check on the status of a driver's licence.

4. National Police Check

The candidate must provide a current national police check (dated within the previous three months).

5. Working With Children Check

The candidate must provide a current working with Children Check in any Australian State or Territory which they will perform work.

5. Pre-Employment Medical

The candidate will be required to complete a pre-employment medical assessment, which includes drug and alcohol screening.

6. Psychometric or DiSC Assessment

The candidate may be required to undertake a Psychometric or DiSC assessment, dependent on role.



Contact

Reach out for more information:

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