

<b>Position Title</b>	Project Manager
<b>Department</b>	City Assets
<b>Unit</b>	Asset Construction
<b>Team</b>	Programs
<b>Supervises</b>	0
<b>Reports To</b>	Coordinator Programs
<b>Grade</b>	Grade I
<b>Date Prepared</b>	1/04/2019
<b>Date Last Updated</b>	19/05/2025

## Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

## Primary purpose of position

The primary purpose of the position is to deliver capital projects listed in the One Year Operational Plan and Four Year Delivery Plan as well as those projects which are created throughout the operational year





## Accountabilities

- Lead multi-disciplinary teams to deliver projects within agreed time, cost, and quality parameters.
- Manage the implementation and contribute to the initiation and design of a wide range of projects, including those in forward planning, ensuring high-quality outcomes.
- Provide leadership and mentorship to project team members, including Graduate Project Officers. Offer guidance, training, and ensure departmental performance targets are met.
- Oversee and manage the construction delivery of assigned projects via external contractors and service providers. Undertake scheduled and unscheduled on-site inspections, providing guidance and direction to internal stakeholders, designers and contractors.
- Oversee, maintain, and review project schedules and finances via an Integrated Master Scheduling tool (IMS) such as MS Project. Track and forecast project cost, time, and quality, ensuring satisfactory handover to Asset/Business Managers.
- Identify and mitigate project risks, ensuring compliance with relevant standards, codes, and legislative requirements. Ensure adherence to Council's Project Management Framework and methodology for consistency and governance.
- Develop technical requirements for RFQs/RFTs, review specifications and drawings for documentation, and act as Chairperson for evaluation panels. Make informed decisions on tender and contract issues to secure value-for-money outcomes.
- Interface with Council departments, external agencies, utilities, designers, suppliers, and contractors to ensure coordinated development and timely implementation of projects.
- Establish open, cooperative relationships to drive successful project delivery.
- Provide clear, structured reporting on project activities using Council-approved systems. Prepare high-standard documentation, critically review briefs/business cases, and assist in grant submissions.
- Anticipate issues and take proactive mitigation measures before escalation. Address roadblocks within agreed timeframes to meet project objectives and maintain momentum.
- Perform Superintendent's Rep duties and chair project control groups (PCGs), ensuring robust contract management, budget discipline, and transparent decision-making.

- Undertake administrative tasks in a timely manner. Perform additional duties as required by the Manager/Director, ensuring alignment with experience, knowledge, and training.

## Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Senior Technical/ Professional Specialist		
Capability Group	Capability Name	Level
 <b>Personal Character</b>	<b>Lead Self</b>	Advanced
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
 <b>Relationships</b>	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	<b>Work Collaboratively</b>	Advanced
	Influence and Negotiate	Adept
 <b>Results</b>	<b>Plan and Prioritise</b>	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Advanced
	Deliver Results	Advanced
 <b>Resources</b>	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept



## People Leadership

Manage and Develop People	N/A
Inspire Direction and Purpose	N/A
Optimise Workforce Contribution	N/A
Lead and Manage Change	N/A

## Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

## CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
<b>Personal Character</b>		
Lead Self	Advanced	<ul style="list-style-type: none"> <li>• Demonstrates motivation to serve the community and organisation</li> <li>• Initiates team activity on organisation/unit projects, issues and opportunities</li> <li>• Seeks and accepts challenging assignments and other development opportunities</li> <li>• Seeks feedback broadly and asks others for help with own development areas</li> <li>• Translates negative feedback into an opportunity to improve</li> </ul>
<b>Relationships</b>		
Work Collaboratively	Advanced	<ul style="list-style-type: none"> <li>• Builds a culture of respect and understanding across the organisation</li> <li>• Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams</li> <li>• Builds co-operation and overcomes barriers to sharing across the organisation</li> <li>• Facilitates opportunities to develop joint solutions with stakeholders across the region and sector</li> <li>• Models inclusiveness and respect for diversity in people, experiences and backgrounds</li> </ul>
<b>Results</b>		

Plan and Prioritise	Advanced	<ul style="list-style-type: none"> <li>Ensures business plans and priorities are in line with organisational objectives</li> <li>Uses historical context to inform business plans and mitigate risks</li> <li>Anticipates and assesses shifts in the environment and ensures contingency plans</li> <li>Ensures that program risks are managed and strategies are in place to respond to variance</li> <li>Implements systems for monitoring and evaluating effective program and project</li> </ul>
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\* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

## Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

## Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

## Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

## Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

## Qualifications and Experience

### Essential Qualifications

- Degree level qualification in Civil Engineering, Project Management, Construction Management, or a related field.
- Class C drivers licence
- WHS construction induction certification.

### Essential Experience

- Demonstrated minimum 5 years experience managing complex, multi-disciplinary projects while implementing innovative project management solutions.
- Deep understanding of legislation, regulations, design standards, and codes of practice related to infrastructure construction and management.
- Proven track record in managing budgets, financial planning, tendering processes, and contract administration within a public sector framework.

- Superior interpersonal skills with a history of successfully influencing, negotiating, and resolving complex project and contractual issues with diverse stakeholders.
- Strong written communication skills, including the ability to research emerging topics, deliver executive-level reports, and prepare detailed contract specifications.
- Proficient in project management software (especially MS Project and integration tools), backed by strong analytical skills driving process improvements.

## Desirable Qualifications and or Experience

- Qualifications and/or Certification in Project Management.
- Experience in Civil, Landscape, Building and Public Domain related works in a Local Government Setting.
- Project process and consultant management experience.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>