

Position Title	Senior Architectural Project Manager
Department	City Future
Unit	City Plan
Team	Major Projects
Supervises	Nil Direct Report
Reports To	Team Leader Major Projects
Grade Range	J
Date Prepared	24/10/2022
Date Last Updated	7/07/2025

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 Senior Architectural Project Manager is a position in the City Plan and City Transformation Unit within City Future Directorate of Canterbury Bankstown Council. The role will report to the Team Leader Major Projects. The team's purpose is to “create high quality (sustainable, innovative, attractive, functional) public spaces, streets and facilities that are transformational for the community. The position will manage key major projects that will accommodate growth and develop Canterbury Bankstown as a sustainable city over the next 25 years.

The role is design focused. The primary purpose is to create great places that people love and want to use. Our focus is on life first, then spaces, then buildings. The Senior Architectural Project Manager will inspire others to value design excellence, place making and liveability. They will embrace Council's mission to collaborate and innovate to become a leading organisation.

The Senior Architectural Project Manager will project manage the design and development of key site masterplan, building and facility projects. They will ensure the projects are completed on time and to budget whilst protecting the integrity of the design and ensuring full compliance with regulations. They will balance risk, program, cost and design integrity. The Senior Architectural Project Manager will work closely with external consultant teams and internal stakeholders, building relationships and ensuring the best outcome for each project.

The Senior Architectural Project Manager will provide architecture and design quality advice for Council and work with Council's Operations Group for the delivery of significant public domain and building works.

Projects will have a strong focus on community engagement and communication as well as meeting legislative and governance requirements.

Accountabilities





- Inspire others to value design excellence, place making and liveability;
- Undertake needs analysis, prepare internal project briefs defining quality, scope, budget and program;

- Prepare consultant's briefs for each project, co-ordination of external consultants;
- Engage with other team members, internal stakeholders and the community;
- Project manage the masterplanning of key public sites, concept design and detailed design of architectural and urban design projects identified by Council;
- Project manage delivery of contract documentation for tender and construction;
- Prepare expression of interests, quotations and tenders;
- Overview design quality during the construction phase;
- Establish mechanisms for effective liaison with Council's Operations Departments for the delivery of capital works projects;
- Develop, implement and monitor project plans, cost plans, work breakdown structures and Gantt charts (or equal) for each project;
- Serve as a member of assessment teams in relation to tenders for consultants and construction;
- Work with the team leader to prepare reports to senior management;
- Ensure quality control of all project documentation and communications;
- Report to and participate in project control group meetings throughout projects;
- Execute and oversee internal financial management of projects; monitor reports, invoicing, revenue projections, etc.;
- Drive continual improvement of project management processes through ongoing monitoring, evaluation and reporting;
- Provide architectural, design and project management advice to Council;
- Keep up to date with industry trends and based on them make recommendations on design initiatives for Council;
- Achieve a high level of customer service and community satisfaction;
- Attend after-hours events, meetings as required.

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
 Personal Character	Lead Self	Advanced
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
 Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Advanced
	Deliver Results	Advanced
 Resources	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
Personal Character		
Lead Self	Advanced	<ul style="list-style-type: none"> • Demonstrates motivation to serve the community and organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments and other development opportunities • Seeks feedback broadly and asks others for help with own development areas • Translates negative feedback into an opportunity to improve
Relationships		
Work Collaboratively	Advanced	<ul style="list-style-type: none"> • Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds
Results		
Plan and Prioritise	Advanced	<ul style="list-style-type: none"> • Ensures business plans and priorities are in line with organisational objectives • Uses historical context to inform business plans and mitigate risks • Anticipates and assesses shifts in the environment and ensures contingency plans are in place • Ensures that program risks are managed and strategies are in place to respond to variance

		<ul style="list-style-type: none"> • Implements systems for monitoring and evaluating effective program and project management
Personal Character		
Act with Integrity	Advanced	<ul style="list-style-type: none"> • Models ethical behaviour and reinforces it in others • Represents the organisation in an honest, ethical and professional way and sets an example for others to follow • Promotes integrity, courage and professionalism inside and outside the • Monitors ethical practices, standards and systems and reinforces their use • Proactively addresses ethical and people issues before they magnify
Resources		
Procurement and Contracts	Adept	<ul style="list-style-type: none"> • Prepares documents that clearly set out business requirements, deliverables and expectations of suppliers • Delivers open, transparent, competitive and effective procurement processes • Manages relationships with suppliers and contractors to ensure expectations are clear and business needs are met • Takes appropriate actions to manage and mitigate procurement and contract management risks

* 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 General Manager.

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

- Tertiary qualifications in Architecture, Engineering or other relevant discipline.
- Current Class C driver's licence

Essential Experience

- Minimum 8 years post-graduate experience in Project Management, Design Management or similar, including in a senior position;
- Demonstrated high level verbal, oral and written communication skills;
- Extensive demonstrated experience in project managing the design of complex capital works/building projects to improve the built environment;
- Adept at managing project budgets, project plans, cost plans, work breakdown structures and Gantt (or equal) charts for each project;
- Demonstrated capital works project management experience ranging from engaging consultants, writing project briefs, project conception through to site investigation, brief preparation, design development and documentation, supervision of consultants and contractors, and contract acquittal;
- Proven performance in the preparation and administration of tender/contract documentation.
- The ability to coordinate a number of complex projects concurrently;
- Experience or demonstrated skills in all stages of design, with a working knowledge of current trends and opportunities for urban design, sustainable design and knowledge of construction techniques;
- Understanding of construction issues, terminology, materials and methods;
- Effective negotiation skills;
- Responsibility for development, management and delivery of own projects;
- Experience in working within and leading multi-discipline teams including but not limited to Architects, Landscape Architects and Designers, Artists, Engineers, Contract Managers, Quantity Surveyors, Contractors;
- Display interpersonal skills in negotiation, advocacy, consultation skills, and strong customer service focus.
- Eligibility for Registration with AIA, AILA, PIA or equal professional peak organisation.

Desirable Qualifications and or Experience

- Post graduate qualifications in Project Management
- Skills in technology relevant to project management
- Knowledge in current sustainability, environmental and materials best practices
- Local Government, State Government experience
- Current WorkCover Construction OHS Induction (White Card).

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 type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>