

Position Title	Executive Manager - Project Development and Delivery
Department	City Assets
Unit	Project Development and Delivery
Team	Asset Design, Asset Construction
Supervises	2
Reports To	Director City Assets
Grade	M4
Date Prepared	29/04/2025
Date Last Updated	22/05/2025

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

Reporting to the Director City Assets and a key member of the Senior Management team, this role will collaborate to achieve departmental and organisational strategies and corporate objectives. A strong focus on managing critical issues, driving change, efficiencies and enhancing services is required. The role involves leading and inspiring the planning, design and delivery of city-wide capital works projects through the Project Management Framework (PMF), as well as providing strategic and innovative guidance on infrastructure development, design, and delivery. It also includes managing diverse project portfolios, and overseeing staff and contractors to ensure safety, sustainability, timely delivery, best practices, and compliance with budgets.






Accountabilities

- Oversee the coordinated design and delivery of all infrastructure projects adopted as part of Councils capital Works Program, ensuring comprehensive project and contract management oversight within the position's delegated authority.
- Contributing to the development of projects and initiatives by taking onto consideration stakeholder requests, government regulations, industry standards, and financial feasibility. This could include coordinating/conducting investigations, scoping, preparing business cases, and designing concept feasibility for new capital assets and upgrades as required for the relevant PMF gates.
- Negotiate and align competing stakeholder expectations with a strategic view within the complex political and social environment.
- Be accountable for the effective management of the team's budget and projects by monitoring, measuring outputs, taking corrective action and providing regular progress reports to the Director.
- Ensure that approved infrastructure projects are developed, designed, and constructed to meet Council objectives and stakeholder requirements, delivering the agreed project scope and quality safely, on time, and within budget. This includes adhering to the Council's procurement and project management governance requirements.
- Lead the Unit and collaborate as a member of the department's leadership team to foster a highly engaged team environment and a unified approach to leadership, service delivery, and problem-solving.

- Develop an effective sustainable model for resourcing the capital program, ensuring optimal resource utilisation.
- Collaborate with the Project Management Office to develop and implement ongoing improvements to the Asset Design and Delivery program and provide leadership for process improvement initiatives.
- Representing and promoting Council within the community, business sector, other local authorities, government agencies and broader environment and build and maintain positive working relationships.
- Drive prompt problem solving and decision making to ensure efficient negotiation and commercial returns are achieved within a council environment.
- Represent the Director of City Assets 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 – Executive Manager		
Capability Group	Capability Name	Level
 Personal Character	Lead Self	Advanced
	Display Resilience	Advanced
	Act with Integrity	Highly Advanced
	Safety and Accountability	Highly Advanced
 Relationships	Communicate and Engage	Advanced
	Customer and Community Focus	Highly Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Highly Advanced
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	Innovate and Improve	Advanced
	Deliver Results	Highly Advanced
 Resources	Finance	Advanced
	Assets and Tools	Advanced
	Technology and Information	Advanced
	Procurement and Contracts	Advanced
 People Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	Advanced

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		
Customer and Community Focus	Highly Advanced	<ul style="list-style-type: none"> • Creates an organisational culture which embraces high quality customer service • Ensures that management systems, processes and practices drive service delivery outcomes • Ensures that community and customer needs are central to strategic planning processes • Establishes systems to set and monitor service delivery standards in line with customer and community expectations • Ensures council services contribute to social, environmental and economic sustainability in the community/region
Results		
Innovate and Improve	Advanced	<ul style="list-style-type: none"> • Encourages independent thinking and new ideas from others • Draws on developments and trends in the industry and beyond to develop solutions • Supports experimentation and rapid prototyping to test and refine innovative solutions • Develops/champions innovative solutions with long standing, organisation-wide impact

		<ul style="list-style-type: none"> • Explores creative alternatives to improve management systems, processes and practices • Contributes own knowledge and experience to staff training and development sessions
People Leadership		
Inspire Direction and Purpose	Advanced	<ul style="list-style-type: none"> • Translates organisational vision and strategy into operational goals to help staff understand their own contribution • Builds a shared sense of purpose through involving people in defining priorities and cascading goals • Regularly communicates progress against business unit and organisational goals • Creates opportunities for recognising and celebrating high performance at the individual and team level

* 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.

Fraud & Corruption Prevention

All staff must familiarise themselves with Councils policies, systems and procedures that are in place to guard against the risk of fraud and corruption. This includes behaving ethically at all times, and actively identifying and reporting any suspected fraud and corruption.

Qualifications and Experience

Essential Qualifications

- Possess a degree in Project Management, Building, Engineering, Architecture, or a related field, along with extensive experience in managing complex and large infrastructure delivery programs.

Essential Experience

- Demonstrated experience in developing and delivering a large quantum of projects as well as large, multi-disciplinary projects.
- Proven examples of budget development, financial management, project management, resource management, support structure development and coordination of design and delivery program schedules.
- Demonstration of leading and developing high-performing multi-disciplinary teams.
- Demonstrated experience in change management and innovative business efficiency achievements.
- Extensive experience in contract management and various procurement models.
- Successful track record in managing projects to meet time, cost, quality and specific requirements.
- Demonstrated experience in dealing with political acumen and leading through political issues in the community.
- Strong analytical and reasoning skills for solving complex problems through the analysis of information.
- Highly developed communication skills, including collaboration, consultation, negotiation, and advanced written skills.

Desirable Qualifications and or Experience

- Post Graduate qualifications in Management.
- Understanding of how local government operates within the Local Government Act.

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 checked="" type="checkbox"/>	<input 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"/>