

Position Title	Team Leader Project Management Office
Department	City Future
Unit	City Plan & Infrastructure
Team	Project Management Office
Supervises	Project Development Officers x 2
Reports To	Executive Manager City Plan and Infrastructure
Grade	J
Date Prepared	1/04/2025
Date Last Updated	28/08/2025

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

Lead the development, review, implementation and management of the Project Management Office and its supporting framework. The role is responsible for leading a team of people to provide clear oversight of Council's capital projects and support effective prioritisation and governance across Council's projects at a portfolio level.

The role will support the team to evaluate project performance and benefit realisation in line with Council's priorities, strategic plans and community objectives.

The role will also be responsible for quality assurance and change frameworks to ensure projects deliver on their agreed parameters of cost, scope, quality, schedule, manage risk and deliver on appropriate governance.

Accountabilities





- Lead an effective Project Management Office that partners with the business and collaborates across Departments in the effective delivery of Council's projects portfolio.
- Lead a whole of Council approach to project prioritisation and delivery processes whilst increasing the maturity of project management within Council.
- Enable informed decision making for the Executive Leadership Team to support prioritisation and balancing of priorities in line with Council's strategies.
- Ensure regular and comprehensive reporting to Project Control Groups and the Executive Leadership Team in relation to critical projects and progress of the Capital Works Program.
- Ensure the adequacy and suitability of project plans with respect to scope, coordination, inter-project dependencies, scheduling, risk and resource management, seeking to support project transparency and visibility.
- Lead, manage, mentor and develop a team of professionals to deliver a Council wide project management framework and strategy and ensure its 'fit for purpose' and reflects best practice.
- Promote continuous improvement initiatives and optimise technology to provide an improved level of service to our stakeholders.
- Communicate effectively across the business to ensure visibility and clarity of all project portfolios.

- Develop, monitor and report on corporate measures related to the Project Management Office Performance.
- Actively lead and manage reasonable care of the health and safety of self, employees and other stakeholders whilst at work.
- Champion positive customer service and organisational effectiveness by acting ethically, honestly and within Council adopted Code of Conduct.
- Other tasks and duties 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 – People Leader Profile 2

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	Advanced
	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	Adept
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 People Leadership	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Intermediate
	Lead and Manage Change	Intermediate

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 • 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 • 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		
Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Draws on numerous sources of information, including past experience, when facing new • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical • Uses rigorous logic and a variety of problem solving methods to develop workable solutions

		<ul style="list-style-type: none"> • Anticipates, identifies and addresses risks and issues with practical solutions
Resources		
Technology and Information	Adept	<ul style="list-style-type: none"> • Selects appropriate technologies for projects and tasks • Identifies ways to leverage the value of technology to achieve outcomes • Ensures team understands their obligations to use technology appropriately
People Leadership		
Optimise Workforce Contribution	Intermediate	<ul style="list-style-type: none"> • Develops team/project plans that make the best use of the skills and strengths of people in the team • Plans and monitors resource allocation against unit/project plans • Identifies solutions to current and potential resource/ capability gaps • Participates in workforce planning to ensure the availability of capable resources

* 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 qualifications in a relevant field of project management, business, strategy or policy
- Project management related qualifications

Essential Experience

- Experience in leading teams to deliver high level outcomes for multiple stakeholders
- Experience in working with an variety of stakeholders including Executive Teams and Senior Management Teams
- Experience in the development and management of a Project Management Office (PMO)
- Experience in negotiation, advocacy and problem solving in a complex, multidisciplinary environment
- Experience in developing and maintaining extensive networks, providing good customer service and relationship management
- Sound understanding of innovative thinking and an ability to improve systems and processes
- Sound understanding of project scope, scheduling, planning, time management, resource management, communication management and cost management
- Sound understanding of change management technique and leadership

Desirable Qualifications and or Experience

- Experience in the development of a Project Management Office in a local government setting

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: No Licence Required	<input type="checkbox"/>	<input checked="" 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"/>