

Position Title	Project Officer
Department	City Assets
Division	City Design & Delivery
Unit	Asset Construction
Team	
Supervises	0
Reports To	Capital Works Coordinator / Manager Asset Construction
Grade	H
Date Prepared	4/08/2026
Date Last Updated	4/08/2026

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

Manage the planning, procurement and delivery of Council's routine capital works projects, ensuring delivery aligns with Council's strategic objectives, approved budgets, quality standards and community expectations.

Accountabilities

- Provide effective and efficient project management support to the City Delivery Team.
- Prepare tender or quotation briefs/documents for procurement and engagement of external consultants and contractors in accordance to Council's policies and procedures.
- Interface with Council departments, external agencies, utilities, designers, suppliers, and contractors to ensure coordinated development and timely implementation of projects.
- Ensure projects are undertaken in accordance with the agreed Project Management Methodology at CBCity.
- Maintain and review your project, program and portfolio with the Scheduler - City Delivery.
- Assist in the reporting of projects to ensure they are tracking appropriately in regard to cost, time, quality and projects are satisfactorily handed over.
- Develop and maintain cooperative working relationships with internal clients. This includes communicating project status, negotiating project objectives, deliverables and resources/constraints.
- Undertake scheduled and unscheduled on-site inspections of project works.
- Communicate and escalate project matters and issues to Senior Management.
- Understand and apply the requirements of the Securities of Payment Act in all aspects of the role, ensuring compliance with legislative requirements.
- Raise purchase requisitions for the procurement of goods and services, ensuring that all requisitions are following company policies and procedures.
- Report all incidents, risks and issues to Management in a timely manner.
- Ensure timely preparation and distribution of project notification/consultation flyers and project signage.
- Undertake tasks and actions as directed by the Manager/Coordinator, which are consistent with the experience, knowledge and training of the role.

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 – Council Officer		
Capability Group	Capability Name	Level
 Personal Character	Lead Self	Adept
	Display Resilience	Intermediate
	Act with Integrity	Adept
	Safety and Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Customer and Community Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Innovate and Improve	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
 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		
Act with Integrity	Adept	• Acts honestly, ethically and with discretion and encourages others to do so • Sets a tone of integrity and professionalism with customers and the team • Supports others to uphold professional standards and to report inappropriate behaviour • Respectfully challenges behaviour that is inconsistent with organisational values, • Consults appropriately when issues arise regarding misconduct, unethical behaviour and
Relationships		
Work Collaboratively	Adept	• Contributes to a culture of respect and understanding in the organisation • Creates an atmosphere of trust and mutual respect within the team • Builds cooperation and overcomes barriers to sharing across teams/ units • Relates well to people at all levels and develops respectful working relationships across the • Identifies opportunities to work together with other teams/units
Results		
Plan and Prioritise	Intermediate	• Participates constructively in unit planning and goal setting • Helps plan and allocate work tasks in line with team/project objectives • Checks progress against schedules • Identifies and escalates issues impacting on ability to meet schedules

		Provides feedback to inform future planning and work schedules
Resources		
Procurement and Contracts	Intermediate	- Helps others understand and comply with basic ordering, receipting and payment processes - Contributes to the identification of business requirements, deliverables and expectations of suppliers - Provides objective input to evaluation processes for proposals and tenders - Works with suppliers and contractors to ensure that goods and services meet time and quality requirements

* 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 Council's 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

- Degree Level Qualification in Engineering, Construction, Project Management or similar.
- Class C Drivers licence.
- General Construction Induction Card (White Card)

Essential Experience

- Minimum 2 years experience managing various aspects of a project/s with an emphasis on contracts management in either Local Government or private enterprise.
- Demonstrated ability in the delivery of a variety of projects across construction disciplines e.g. Building, Roads or Parks construction.
- Understanding of the Securities of Payment Act and how to apply it.
- Strong written communication skills, including the ability to research emerging topics, deliver executive-level reports, and prepare detailed contract specifications.
- Well developed skills in the use of computer software, including full MS Office suite and other project management systems.
- Ability to work independently and as part of a team to deliver quality outcomes.

Desirable Qualifications and or Experience

- Experience in Civil, Landscape, Building and Public Domain related works in a Local Government Setting.
- Experience in and demonstrated understanding of the use of contemporary contracts e.g. AS4902, AS4000, MW21, GC21.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☐	☒
Does this position require incumbent to undergo criminal reference check?	☒	☐
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	☒	☐
Will incumbent need to make disclosure of pecuniary interest?	☒	☐
Could there be a conflict of interest with secondary employment?	☒	☐
Does this position have an inherently high risk for fraud and corruption?	☒	☐