

Position Title	Program Coordinator
Department	City Assets
Division	City Design & Delivery
Unit	Asset Construction
Team	Asset Construction
Supervises	6 to 8
Reports To	Manager Asset Construction
Grade	K
Date Prepared	27/02/2026
Date Last Updated	27/02/2026

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

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This role is critical to plan, coordinate and facilitate the successful delivery of Council's capital works program. You will be responsible to lead, manage and mentor a team of Project Managers and Project Officers to grow and develop Canterbury Bankstown for the future. □

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The successful applicant will be focused on construction excellence and inspiring teams to achieve exceptional results. They will embrace Council's mission to collaborate and innovate to become a leading, future focused organisation.

Accountabilities

- Leading and supervising all direct reports in your team (Project Managers and Team Leader Construction).
- Leading contingent staff, as required.
- Undertaking site visits to ensure quality, safety and delivery are in accordance with Council expectations.
- Working closely with the Manager to plan the delivery of the annual Capital works program, identifying resourcing requirements to ensure on-time completion of entire program.
- Coordinating and leading a diverse team.
- Working closely with the Scheduler, Project Management Office (PMO) and Asset Partners (Design, Building, Stormwater, Road and Open Space) to ensure projects are on track for delivery within the capital works program.
- Assign and allocate individual projects to Project Managers and the Construction Team Leader ensuring a spread of projects that is commensurate with individual capacity and capabilities.
- Developing and fostering good working relationships across Council and with internal and external project stakeholders.
- Working closely with the internal Procurement Team to ensure highest level of probity in procurement of consultants and contractors.

- Reviewing and proposing amendments to contract documentation and project procedures to ensure accuracy and positive commercial outcomes for Council.
- Participating in and/or coordinating relevant community consultation and community engagement related to assigned projects.
- Acting as Contract Superintendent on projects identified and agreed with Manager.
- Assisting and advising staff on resolution of contractual issues with consultants and contractors ensuring Council's position is always protected.
- Ensuring engagement with Asset Partners prior, during and on completion of project works via Project Control Groups (PCGs).
- Maintaining and overseeing budget expenditures and transactions on assigned Projects in accordance with Project procedures and Council policy.
- Recruiting and training staff within your Team as appropriate to ensure staff are operating at the highest level of effectiveness.
- Delivering programs to meet Council objectives, targets and performance measures for the Unit.

- Responding to questions, requests, issues and concerns relating to Projects being delivered by the Unit. This includes Councillor & Customer Requests
- Participating in the management of the Unit and act as Manager, 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 1

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Advanced
	Display Resilience	Advanced
	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	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	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Adept

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	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
Results		
Deliver Results	Advanced	<ul style="list-style-type: none"> • Sets high standards and challenging goals for self and others • Delegates responsibility appropriately and provides support • Defines what success looks like in measurable terms • Uses own professional knowledge and the expertise of others to drive results • Implements and oversees quality assurance practices
People Leadership		
Manage and Develop People	Advanced	<ul style="list-style-type: none"> • Knows the individual strengths, weaknesses, goals and concerns of members of the team • Fosters high performance through effective conversations and feedback and by providing stretch opportunities • Identifies and develops talent across the organisation • Coaches and mentors staff to foster professional development and continuous

		<ul style="list-style-type: none"> • Implements performance development frameworks to align capability with the organisation's current and future priorities • Resolves team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way
Personal Character		
Safety and Accountability	Advanced	<ul style="list-style-type: none"> • Is prepared to make decisions involving tough choices and weighing of risks • Addresses situations before they become crises and identifies measures to avoid recurrence • Takes responsibility for outcomes, including mistakes and failures • Coaches team members to take responsibility for addressing and resolving challenging • Oversees implementation of safe work practices and the management framework

* 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

- Tertiary qualification in Civil Engineering, Construction Management, Architecture, Project Management or related field

- Class C Driver's license
- White Card (or General Construction Induction Card)

Essential Experience

- Minimum 10 years post-qualification experience in delivering infrastructure projects and / or capital works valued up to \$20 million.
- Excellent interpersonal, communication and problem solving skills, including the ability to work strategically and collaboratively across departments.
- Highly developed written communication skills including the ability to oversee the preparation of tender and contract documentation, complex briefings and technical reports.
- Excellent stakeholder management skills, including internal and external community consultation / notification.
- Extensive experience in contract administration (preferably GC21 and AS4000).

Desirable Qualifications and or Experience

- Working knowledge of the Local Government Act 1993 preferred but not essential.
- Proficiency in Microsoft Office applications.

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"/>
Does this position have an inherently high risk for fraud and corruption?	<input checked="" type="checkbox"/>	<input type="checkbox"/>