



position description

POSITION TITLE	Project Management Graduate
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2024 – 2027 BAND 5
DIRECTORATE	Infrastructure and Development
BUSINESS UNIT	Project Delivery
REPORTS TO	Team Leader Project Delivery
DIRECT REPORTS	N/A
EMPLOYMENT STATUS	Full Time
DATE OF APPROVAL	May 15, 2026

ORGANISATIONAL CONTEXT

Wodonga Council’s vision is to be a vibrant, well-planned city where people, nature and opportunity thrive through connection, resilience and leadership. This vision underpins our mission to deliver efficient services and infrastructure through responsible financial management, ensuring value for the community and long-term sustainability.

Wodonga Council is committed to sustainable economic growth, responsible resource management and creating opportunities that enhance wellbeing, environmental sustainability and community connection.

Governance is provided by seven elected councillors, with the Chief Executive Officer (CEO) responsible for implementing Council decisions. The CEO is supported by an organisational structure comprising three directors and more than 300 staff who work collaboratively to deliver a broad range of services that meet the evolving needs of our community.

POSITION OBJECTIVES

The Project Management Graduate supports the delivery of Council’s infrastructure and capital works projects by assisting with project planning, coordination, administration and stakeholder engagement. Working under the guidance of senior project managers, the role develops practical project management skills while contributing to timely, compliant and efficient project delivery. Providing an opportunity to gain hands-on experience in the full project lifecycle, governance processes and stakeholder coordination within a structured team environment.

ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

- **Project Planning and Delivery**

Assists with project planning and delivery activities to support the completion of infrastructure and capital works projects within agreed scope, timeframes and budget. Contributes to project outcomes by completing assigned tasks in a timely and organised manner under guidance. Participates in site inspections with senior staff to support practical understanding of project delivery.



Trust



Respect



Integrity



Learning

Vision: A vibrant, well-planned city where people, nature and opportunity thrive through connection, resilience and leadership.

Mission: Wodonga Council delivers efficient services and infrastructure through responsible financial management, ensuring value for the community and long-term sustainability.

- **Project Administration and Documentation**

Maintains project documentation and records to ensure information is accurate, up to date and compliant with established processes and requirements. Supports consistent record keeping practices across all project activities and ensures documentation aligns with governance and audit standards. Updates project tracking information and reports to assist senior staff in monitoring timelines, deliverables and financial performance. Contributes to accurate reporting by maintaining current and reliable project data. Supports the maintenance of risk and issue registers and escalates identified risks and issues to senior staff as required. Contributes to proactive risk management by identifying potential issues and following established escalation processes.

- **Procurement and Contract Support**

Provides administrative support to procurement and contract processes to assist with compliant tendering, quotation and contractor engagement activities. Contributes to accurate documentation and supports adherence to Council procurement procedures.

- **Stakeholder Engagement and Communication**

Supports coordination with internal stakeholders and contractors to assist the delivery of project activities and communication across teams. Records and provides timely information to support collaboration and effective working relationships with community and contractors.

- **Governance and Compliance**

Applies established governance and compliance processes to support alignment with the Local Government Act 1989 and 2020, and Council policies, delegations and approved budgets. Ensures project activities follow required procedures under the guidance of senior staff.

- **Continuous Professional Development & Improvement**

Commitment to professional development of self, to increase project management knowledge and capability to operate within a professional workplace. Also willing to contribute to continuous improvement initiatives by identifying opportunities to enhance project processes and systems. Supports the consistent application of project management practices across the team.

- Other contract administration, project management or support tasks within capability as directed by Line Manager from time to time.

COUNCIL EMPLOYEE VALUES AND BEHAVIOURS

You are expected to demonstrate the values in your everyday work and your interactions with colleagues and the community.

Trust	<p>Talk straight – Say what you mean and mean what you say</p> <p>Create transparency – Do not withhold information unnecessarily or inappropriately</p> <p>Right wrongs</p> <p>Practice accountability – Take responsibility for results without excuses</p> <p>Extend trust – Show a willingness to trust others, even when it involves a measure of risk</p>
Respect	<p>Treat other people with courtesy, politeness and kindness, no matter what their position or opinion</p> <p>Listen first – Seek to understand others before trying to diagnose, influence or prescribe</p>

Integrity	<p>Tell the truth in an appropriate and helpful manner that does not compromise the organisation's objectives and values</p> <p>Keep confidences</p> <p>Do what you say you will do to the best of your ability</p> <p>Be open about mistakes</p> <p>Speak of those that are absent only in a positive way</p>
Learning	<p>Work together and learn from each other</p> <p>Continuously improve and innovate</p> <p>Be open to change</p> <p>There is a high degree of responsibility for results – delivery without excuses</p>

CAPABILITIES FOR THE ROLE

Demonstrate competency in each of the 7 capabilities of an Officer, according to the People and Performance Framework in Attachment 1, and practice the corresponding behaviours indicated for each capability.

JUDGEMENT AND DECISION-MAKING SKILLS

- Managing multiple tasks and project activities across different projects, requiring effective time management and prioritisation of competing demands.
- Developing practical project management capability by translating theoretical knowledge into applied outcomes in a live delivery environment.
- Learning and applying Council systems, frameworks and governance requirements to ensure accuracy and compliance in documentation and reporting.
- Coordinating with internal stakeholders and contractors, requiring clear communication and the ability to build effective working relationships.
- Developing an understanding of legislative, policy and project risk requirements, including identifying and escalating issues appropriately.

SPECIALIST KNOWLEDGE AND SKILLS

- Applies developing skills of project management principles and lifecycle stages in a structured project delivery environment.
- Demonstrates knowledge of advanced project management principles and a strong interest in developing a career in project delivery.
- Communicates clearly and works collaboratively with a range of stakeholders under guidance to support project outcomes.

MANGEMENT SKILLS

- Plans, prioritises and organises own work to meet deadlines and support team priorities.
- Uses initiative to resolve routine issues and seeks guidance for more complex matters in line with established processes.
- Applies problem - solving skills within defined parameters to support project activities and outcomes.
- Uses standard software systems, including Microsoft Office, and adapts to new tools, systems and technologies.
- Demonstrates a willingness to learn and develop within a project delivery environment.

INTERPERSONAL SKILLS

- Builds effective working relationships with internal and external stakeholders to support collaboration and project delivery.
- Communicates clearly and professionally to resolve enquiries and support moderately complex

interactions.

- Prepares clear, accurate documentation and correspondence to support business operations and decision-making.
- Works collaboratively within a team environment to achieve shared goals and maintain a positive workplace culture.

INFORMATION TECHNOLOGY SKILLS

Be computer literate and have the ability to quickly learn and adopt software programs used by the organisation relevant to the position.

EMERGENCY MANAGEMENT DUTIES

As and when required, assist in dealing with any emergency situation which affects the operation of the council and/or wellbeing of the community.

ESSENTIAL REQUIREMENTS

- Tertiary qualification (or nearing completion) in Project Management, Construction Management, Engineering or a related discipline. Note: high performing undergraduates in these fields will be considered.
- Current Driver's Licence.
- Evidence of eligibility to work in Australia
- Construction Induction (White Card) (or the ability to obtain prior to commencement).
- Current National Police Check (or willingness to obtain prior to commencement).
- Working with Children Check – Victoria (or the ability to obtain prior to commencement).

Staff member signature

People and performance framework

CUSTOMER SERVICE AND COMMUNICATION  Understanding and valuing our customer needs to make sure we provide quality customer service.		BUILD AND ENHANCE RELATIONSHIPS  Collaborating and working with our people and community.		PLAN, ORGANISE AND DELIVER  Performing work to the best of our ability to deliver successful outcomes for our people and community.	
FUTURE FOCUS  Identifying ways we can do better and anticipating future opportunities.	PEOPLE DEVELOPMENT  Looking after the personal and professional growth of our people.	MANAGE HEALTH AND WELLBEING  Recognising the importance of staff health and wellbeing.	SAFETY AND RISK MANAGEMENT  Prioritising safe and ethical behaviour and decision-making in everything we do.		

Customer Service and Communication	
Demonstrated commitment to a high standard of service to customers and the community.	<ul style="list-style-type: none"> • Is helpful, shows respect, courtesy and fairness with staff and customers • Demonstrates empathy and a willingness to assist • Communicates information clearly • Listens and asks questions to understand customer needs and point of view • Proactively seeks solutions and keeps customers informed of progress • Operates within council procedures and policies • Writes in a way that is logical and easy to follow

Build and Enhance Relationships	
Works cooperatively and effectively with others	<ul style="list-style-type: none"> • Demonstrates clear, open and honest communication • Works constructively to resolve conflict • Shows enthusiasm to help others • Listens and respects the value of different views, ideas and ways of working • Builds and sustains positive relationships with staff and customers • Actively participates in team and other activities • Keeps others informed and seeks clarification when required

Plan, Organise, Deliver	
Organises and prioritises own work to meet work commitments	<ul style="list-style-type: none"> • Demonstrates effective use of time and resources to meet expectations and achieve outcomes • Understands what is required of the role and how this contributes to team priorities • Keeps appropriate people informed on progress of tasks and projects • Seeks information when required, demonstrates initiative • Undertakes to complete all tasks with a positive, can-do attitude

Future focus

Looks for improvements and is adaptable to change	<ul style="list-style-type: none"> • Understands council vision and purpose and how their role fits in • Is willing to adapt to changing processes, systems, technology and environments • Looks for improvements and better ways of doing things • Seeks support and clarification when required
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People Development	
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Welcomes opportunities for learning and self - development	<ul style="list-style-type: none"> • Displays council values • Reflects upon own performance • Seeks and acts upon feedback • Sets goals for personal and professional development • Finds ways to learn and improve in the completion of day-to-day tasks • Takes responsibility for own work and meeting job requirements
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Manage Health and Wellbeing	
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Takes responsibility for self-care and managing work-life balance.	<ul style="list-style-type: none"> • Demonstrates effective time management and prioritising of tasks • Is aware of, controls and expresses their own emotions appropriately • Recognises when support is needed • Accepts responsibility for their own actions and outcomes • Is aware of the importance of self-care
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Safety and Risk Management	
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Takes responsibility for personal actions and reports safety and compliance concerns.	<ul style="list-style-type: none"> • Remains vigilant in ensuring a safe working environment for self and others • Is aware of risk and takes action to prevent problems • Reports hazards, incidents (including near misses) and compliance concerns in a timely way • Understands the importance of honesty and transparency • Avoids and discloses conflicts of interest and guards against the misuse of council resources and assets • Complies with policies and procedures
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ATTACHMENT 2: INHERENT REQUIREMENTS OF THE JOB

Wodonga Council will provide reasonable adjustments to assist a person with a disability to perform these inherent requirements of the job.

FREQUENCY	% OF WORKDAY / TASK
Rare (R)	0-5%
Occasional (O)	6-33%
Frequent (F)	34-66%

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Project administration, coordination and inspections	Desk and field based duties associated with the role	<ul style="list-style-type: none"> Liaison with internal staff and external stakeholders Computer use Use of multiple software systems Support development of project documentation and reports Assist with tender and procurement documentation Review project information and drawings under guidance Attend meetings and support coordination activities Participate in site inspections with senior staff Support project delivery within budget parameters 	Sitting				X
			Standing			X	
			Walking		X		
			Lifting < 10kgs floor to waist	X			
			Carrying < 10kg at waist height	X			
			Bending	X			
			Twisting	X			
			Squatting	X			
			Kneeling	X			
			Reaching	X			
			Fine motor			X	
			Neck rotation	X			
			Providing instructions		X		
			Sustained concentration				X
			Decision making		X		
			Simple problem solving				X
			Interaction with others				X
			Exposure to confrontation			X	
Respond to change				X			
Prioritisation				X			