



POSITION TITLE	Senior Project Manager
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2024 to 2027 Band 7
DIRECTORATE	Infrastructure and Development
BUSINESS UNIT	Project Delivery
REPORTS TO	Team Leader Project Delivery
SUPERVISES	Contractors as required
EMPLOYMENT STATUS	
DATE	
EMPLOYEE NAME	

ORGANISATIONAL CONTEXT

Wodonga Council’s vision for the city is to be seen as a ‘progressive, well-planned city that is affordable, offers an abundance of opportunities and is led by strong, empathetic stewardship’. This vision will support us to realise our mission ‘to strengthen the community in all that we do’.

POSITION OBJECTIVES

Leads the delivery of complex infrastructure and capital works projects to support Council’s strategic and operational objectives. The role manages projects from planning and procurement through to construction, commissioning and handover, while ensuring compliance with legislative, financial and governance requirements. The position also provides specialist project management advice, coordinates stakeholder engagement and contributes to continuous improvement across Council’s Projects and Design Team.

ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

- Leads the delivery of complex infrastructure and capital works projects from initial investigation, planning and design through to procurement, construction, commissioning and handover to ensure projects are delivered safely, efficiently and in accordance with approved scope, budgets, timelines and organisational objectives.



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.

- Manages end-to-end procurement, tendering and contract administration activities including preparation of specifications, tender documentation, evaluation processes, contractor engagement and superintendent responsibilities to ensure procurement activities are compliant, transparent and support high-quality project outcomes.
- Develops, implements and monitors project management frameworks and controls including project schedules, financial tracking, risk registers, reporting systems, change management processes and quality assurance measures to support effective governance and minimise project delivery risks.
- Provides specialist project management, engineering and technical advice to internal stakeholders, contractors, consultants and senior leaders to support informed decision-making, legislative compliance and the successful delivery of infrastructure projects across the municipality.
- Coordinates stakeholder engagement, communication and consultation activities by working closely with community members, service authorities, contractors and internal departments to provide timely project updates, manage expectations and support positive project outcomes.
- Monitors project budgets, expenditure, contractor performance and delivery milestones to ensure projects remain financially sustainable, aligned with approved funding allocations and responsive to operational and strategic priorities.
- Builds and maintains productive relationships with contractors, consultants, government agencies and key stakeholders to support collaboration, resolve project issues effectively and facilitate efficient project planning and delivery outcomes.
- Contributes to strategic planning, service improvement and organisational development initiatives by supporting process improvements, reviewing project delivery practices, maintaining accurate project documentation and contributing to the continuous improvement of Council's Projects and Design Team operations.

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 Talk straight – Say what you mean and mean what you say

 Create transparency – Do not withhold information unnecessarily or inappropriately

 Right wrongs

 Practice accountability – Take responsibility for results without excuses

 Extend trust – Show a willingness to trust others, even when it involves a measure of risk

Respect Treat other people with courtesy, politeness and kindness, no matter what their position or opinion

 Listen first – Seek to understand others before trying to diagnose, influence or prescribe

Integrity Tell the truth in an appropriate and helpful manner that does not compromise the organisation's objectives and values

 Keep confidences

 Do what you say you will do to the best of your ability

 Be open about mistakes

 Speak of those that are absent only in a positive way

Learning	Work together and learn from each other
	Continuously improve and innovate
	Be open to change
	There is a high degree of responsibility for results – delivery without excuses

CAPABILITIES AND BEHAVIOURS

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

- Applies sound judgement and initiative to manage competing priorities, identify project risks and determine appropriate solutions within established frameworks and delegated authority.
- Evaluates complex project information and stakeholder requirements to support effective planning, decision-making and project delivery outcomes.
- Identifies emerging issues and develops practical risk mitigation strategies to minimise impacts on project scope, budget, timelines and service delivery.
- Prioritises operational and project activities effectively to meet deadlines and achieve agreed objectives within a dynamic environment.

SPECIALIST KNOWLEDGE AND SKILLS

- Applies advanced project management methodologies, engineering principles and construction practices to deliver infrastructure projects in accordance with industry standards and legislative requirements.
- Prepares and reviews technical specifications, tender documentation and contract administration requirements to support compliant procurement and project governance processes.
- Utilises project management systems and technology platforms including scheduling, financial, GIS and document management systems to support reporting, monitoring and project delivery.
- Interprets relevant Local Government, State and Federal legislation to ensure projects are delivered in compliance with statutory and regulatory obligations.
- Leads project risk management and reporting activities by maintaining project controls, financial oversight and performance reporting frameworks.
- Applies strong analytical and problem-solving skills to resolve technical, operational and stakeholder issues across multiple concurrent projects.

MANAGEMENT SKILLS

- Manages multiple projects, priorities and competing deadlines to ensure efficient utilisation of resources and achievement of delivery objectives.
- Coordinates contractors, consultants and project stakeholders to support collaborative project delivery and maintain accountability for outcomes.
- Maintains accurate project documentation, records and reporting systems to support governance, compliance and organisational transparency.
- Demonstrates flexibility and resilience within a fast-paced environment while maintaining high standards of professionalism, accountability and service delivery.

- Supports a positive safety culture by complying with occupational health and safety requirements, identifying hazards and promoting safe work practices.
- Contributes to team performance and continuous improvement initiatives through collaboration, feedback and knowledge sharing.

INTERPERSONAL SKILLS

- Builds effective working relationships with internal and external stakeholders to support collaboration, project coordination and positive service outcomes.
- Communicates clearly and professionally when preparing reports, correspondence and project updates for a range of audiences.
- Negotiates and influences stakeholders effectively to achieve project objectives and maintain productive working relationships.
- Works collaboratively within multidisciplinary teams while maintaining confidentiality and professional integrity.

INFORMATION TECHNOLOGY SKILLS

- Utilises corporate systems, project management software and Microsoft Office applications effectively to support project delivery, reporting and communication requirements.
- Maintains accurate digital records and project documentation in accordance with Council's information management practices.
- Adapts to emerging technologies and systems improvements to enhance operational efficiency and project management capability.

CUSTOMER SERVICE SKILLS

- Delivers responsive and professional customer service by providing accurate, timely and solution-focused advice to internal and external stakeholders.
- Maintains strong customer and stakeholder relationships through respectful communication, transparency and follow-through on commitments.
- Supports accessible and inclusive service delivery by responding appropriately to diverse customer needs and expectations.
- Represents Council professionally in all interactions to promote positive community and organisational outcomes.

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.

QUALIFICATIONS AND EXPERIENCE

- A Degree in Engineering / Project Management or demonstrated significant relevant experience in Project Management.
- Demonstrated experience in or the ability to develop skills in project management, design and supervision of the construction of local government infrastructure.

LICENCES AND MANDATORY REQUIREMENTS

- Current Drivers License
- National Police Check (required to be supplied by the employee or prospective employee prior to commencement)
- Construction Induction "White Card"
- Evidence of eligibility to work in Australia

EQUAL OPPORTUNITY EMPLOYER

Wodonga Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other protected attribute. We recognise our proactive duty to ensure compliance with equal opportunity and to eliminate all forms of discrimination.

INHERENT REQUIREMENTS OF THE JOB

For details of the inherent requirements of the job, please see Attachment 2.

COGNITIVE JOB DEMANDS

The position is required to operate at the Officer level and will be required to demonstrate the personal competencies and behaviours detailed in the People and Performance Framework attached. The cognitive demands of the role include:


- Having difficult or uncomfortable conversations.
- Meet performance expectations.
- Working in a professional capacity within the work environment.
- Being willing and able to adapt to change.
- Demonstrating resilience under pressure, and in changing and challenging circumstances.

KEY SELECTION CRITERIA

1. Demonstrated experience in project management and application of methodologies and software systems to ensure successful delivery.
2. Demonstrated experience in successful delivery of projects to agreed timeframes, budget and standards, with ability to implement strategies for improvement.
3. Ability to contribute to team direction, give and receive feedback and achieve agreed performance standards in order to contribute to a culture of performance excellence.
4. Demonstrated ability to successfully engage and communicate with customers and external stakeholders.
5. Well-developed research, analytical and problem solving skills including the ability to gather and compile information, develop reports and make recommendations to stakeholders.
6. Demonstrated ability to co-ordinate multi-functional teams, which include business representatives, other project managers and project owners.

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

Demonstrates 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
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Build and Enhance Relationships

Works co-operatively 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
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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
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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

People Development	
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

Manage Health and Wellbeing	
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

Safety and Risk Management	
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

ATTACHMENT 2

FREQUENCY	% OF WORK DAY / TASK
Rare (R)	0-5%
Occasional (O)	6-33%
Frequent (F)	34-66%
Constant (C)	67-100%

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.

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Design work, inspections and administration	Desk and field based duties associated with the role	<ul style="list-style-type: none"> Liaison with staff of all levels Liaison with external stakeholders Computer use Use of multiple software's Policy development and review Tender specification development Technical drawings Report writing Attend and facilitate meetings Site inspection Operate within a budget 	Sitting			X	
			Standing			X	
			Walking			X	
			Lifting < 10kgs floor to waist	X			
			Carrying < 10kg at waist height	X			
			Climbing			X	
			Bending		X		
			Twisting		X		
			Squatting		X		
			Kneeling		X		
			Reaching		X		
			Fine motor			X	
			Neck postures				X
			Accepting instructions			X	
			Providing instructions			X	
			Sustained concentration				X
			Major decision making				X
			Complex problem solving				X
			Supervision of others		X		
			Interaction with others				X
Exposure to confrontation	X						
Respond to change			X				
Prioritisation			X				