



position description

POSITION TITLE	Manager Project and Assets
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2024 to 2027 Senior Executive Officer (SEO)
DIRECTORATE	Infrastructure and Growth
BUSINESS UNIT	Projects and Assets
REPORTS TO	Director Infrastructure and Growth
DIRECT REPORTS	Team Leader Project Delivery Team Leader Design Senior Infrastructure Engineer Team Leader Strategic Asset Management Team Leader Operational Asset Management
EMPLOYMENT STATUS	Permanent, Full Time, SEO Contract
DECISION MAKING	This role has autonomy and makes decisions that are under their direct control. It refers to the Executive for decisions that require significant change to program outcomes or timeframes, or that are likely to escalate. This role submits reports, business cases, and other forms of written advice with minimal input from the Director.
BUDGET	Budget and expenditure will be in line with Council delegations
DATE OF APPROVAL	

COUNCIL OVERVIEW

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: Wodonga Council delivers 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 fostering 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 two directors and over 300 staff, working collaboratively to deliver a broad range of services that meet the evolving needs of our community.

our values

TRUST - RESPECT - INTEGRITY - LEARNING

our mission

WE WILL STRENGTHEN THE COMMUNITY IN ALL THAT WE DO

As leaders within the organisation, your work is central to how we bring this vision to life - through strategic planning, service delivery, and fostering a culture of resilience and connection.

PRIMARY PURPOSE OF THE ROLE

Lead a team of professionals to deliver infrastructure projects and manage Wodonga Council's assets including asset renewal and capital works programs. This role ensures the effective planning, execution, and maintenance of the Council's infrastructure and assets, aligning them with community needs and Council objectives. The Manager will lead the development and implementation of comprehensive asset management strategies, oversee capital works projects from inception to completion, and ensure compliance with regulatory requirements to optimise financial resources and contribute to the sustainable development of the community's infrastructure and ensure the long-term viability of Council assets in alignment with the Council's overall objectives.

FOUNDATIONAL CORE ACCOUNTABILITIES

People Leadership, Planning and Talent Development

Leads by example, modelling the organisation's values and behaviours. Builds and sustains a positive, inclusive, and high-performing team culture. Develops team capability through coaching, feedback, and performance development. Promotes wellbeing, psychological safety, and a culture of accountability. Contributes to workforce planning by identifying current and future capability needs. Supports recruitment, onboarding, and succession planning processes. Ensures the team structure and skills are aligned with strategic and operational priorities.

Strategic and Operational Delivery

Translates organisational strategy into clear team objectives and operational plans. Oversees the planning, delivery and reporting on services and initiatives within agreed scope, timeframes, and budgets. Applies sound judgement and decision-making to manage priorities, risks, and emerging issues.

Financial and Resource Management

Manages financial and physical resources effectively to support operational and strategic outcomes. Ensures responsible budget planning, monitoring, and reporting in line with organisational policies. Optimises resource allocation to deliver value and efficiency.

Stakeholder and Relationship Management and Engagement

Builds strong, collaborative relationships with internal and external stakeholders, including community, customers, councillors, and partners. Represents the organisation professionally and constructively, advocating for its role and value. Navigates complex political environments with sound judgment, responds to feedback respectfully and promptly, and ensures responsiveness to stakeholder needs, fostering trust and transparency.

Governance, Risk and Compliance

Ensures compliance with all relevant legislation, policies, and procedures. Promotes ethical conduct, integrity, and accountability in decision-making. Identifies and manages risks proactively, maintaining accurate records and reporting to support good governance.

Communication and Reporting

Communicates clearly and with influence across a range of audiences. Prepares and delivers reports, briefings, and presentations that support informed decision-making. Ensures succinct, timely and transparent communication within the team and across the organisation.

Change and Improvement

Leads and supports change initiatives that enhance organisational performance. Fosters a culture of innovation, adaptability, and continuous improvement. Use data, insights, and feedback to drive service enhancements and support evidence-based decision-making.

Workplace Health and Safety

Ensures a safe and healthy work environment by complying with OHS legislation and organisational procedures. Leads proactive mitigation, incident response and supports return-to-work processes. Embeds a proactive safety culture that prioritises wellbeing and risk prevention.

Digital and Systems Leadership

Champions the effective use of digital tools, systems, and data to improve service delivery and decision-making. Supports digital literacy and capability development within the team. Identifies opportunities for technology-enabled innovation and efficiency.

PORTFOLIO ACCOUNTABILITIES

Capital Works Planning and Financial Oversight

Lead the planning and delivery of Council's infrastructure projects across their full lifecycle, ensuring compliance with project management guidelines, regulatory requirements, and delivery within agreed scope, time, and budget. This includes developing and maintaining the rolling 10-year capital works and renewal program and managing budgets and resources to ensure financial sustainability and alignment with Council strategy and long-term financial planning.

Asset Management Strategy and Revaluation

Develop and implement asset management strategies and plans, including governance frameworks, to operationalise Council's strategic objectives. Oversee the cyclical asset revaluation program to ensure accurate valuation and depreciation of infrastructure assets for budgeting and maintenance planning, while addressing historical gaps in asset documentation. Provide operational oversight for building maintenance, facilities, plant and fleet, and broader property and land management, including acquisitions and divestments.

Development Engineering and Planning

Lead engineering functions including statutory referrals, Developer Contribution Plan (DCP) management, and supervision of developer-delivered infrastructure. Oversee planning permit assessments, development plans, and growth strategies, ensuring compliance with design standards and statutory engineering authority requirements under the Professional Engineers Registration Act.

Project Management, Stakeholder Engagement and Compliance

Manage infrastructure projects from conception to completion, ensuring effective use of Council's project management platform and compliance with statutory and regulatory requirements. Build and maintain collaborative relationships with internal and external stakeholders, while managing risks associated with infrastructure projects and maintaining adherence to safety, environmental, inclusivity, and quality standards.

Strategic Advice and Support

Provide expert advice to the Council's executive team and other stakeholders to inform strategic planning and decision-making on asset creation, management, permits, and business case development.

KEY CHALLENGES

- Navigating stakeholder expectations and coordinating priorities across various internal departments, developers and the community, to maintain compliance, reach common goals, and provide effective delivery of infrastructure projects and asset management in accordance with the Council's strategic priorities.
- Interpreting and applying complex legislation to all engineering decisions while ensuring strict adherence to multiple standards, effectively mitigating legal, financial, and reputational risks associated with non-compliance in a high-pressure environment.
- Implement new systems and updated accounting standards to ensure compliance and enhance the accuracy and relevance of asset records, while also developing new accountancy capabilities within the team to address evolving requirements and strengthen overall performance.

KEY KNOWLEDGE, SKILLS AND EXPERIENCE

- Proven ability to analyse, interpret, and present complex data to support informed decision making and business cases.
- Proven experience in cost estimating, funding strategy development, cashflow modelling, grant

applications, and grant acquittals.

- Deep understanding of subdivision design, road and drainage engineering, earthworks, and infrastructure delivery, with the ability to interpret and apply Australian Standards, VicRoads guidelines, EPA requirements and Council engineering specifications.
- Proven ability to manage multi-disciplinary capital projects from business case through to implementation, including procurement, tender evaluation, contract administration, variations, and dispute resolution.
- Demonstrated strong analytical skills and independent judgement applied to solving complex problems.
- Advanced interpersonal skills in leadership, negotiation, teamwork, change management, cross-cultural consultation, and conflict resolution.
- Demonstrated ability to communicate clearly both orally and in writing, to create plans, strategies, and proposals, and effectively liaise with a range of stakeholders.
- Demonstrated high level project management and financial management skills with proven ability to manage multiple projects and deliver effective outcomes on time and on budget.

ESSENTIAL REQUIREMENTS

- Tertiary qualification in engineering, civil engineering, urban planning or construction management or be recognised as a Registered Professional Engineer under the Professional Engineers Registration Act 2019 (Vic) (or equivalent interstate/NZ registration).
- Extensive experience in managing a team and providing strategic advice to executive leadership, translating strategic objectives into deliverable operational plans resulting in high performance outcomes.

KEY RELATIONSHIPS

WHO	WHY
INTERNAL	
Council	Provide expert engineering advice alongside the Director, supporting the council's financial sustainability and long-term financial planning.
Executive	Provide expert advice and support to respond to and deliver against strategic and business plans, agreed projects, and new initiatives.
Director	Receive guidance and instruction, clarification and advice, and report on progress against work plans, discuss future direction and identify emerging issues/risk and their implications and propose solutions.
Management Team	Collaborate, plan, receive and provide advice.
Direct Reports	Support, guide and manage performance.
Internal Stakeholders	Respond to queries, exchange information, and work collaboratively to resolve issues.
EXTERNAL	
Other VIC Councils	Establish professional networks and relationships across VIC Government, share ideas and learnings, and collaborate on common responses to emerging and/or developing issues.
Government Bodies	Ensure regulatory compliance, secure funding, and align asset management activities with broader state and regional infrastructure priorities.
Regulatory Bodies	Ensure compliance with relevant legislation, codes, and standards building compliance, and asset-related approvals.
Community	Gather and exchange relevant information. Resolve and provide solutions to issues, ensuring the Executive is apprised of emerging issues.
Developers	Ensure standards, safety, and compliance requirements are met; solve disputes and variations; and ensure construction, documentation and maintenance expectations are met for assets purchased, gifted to or vested in Council.
Utility Providers	Coordinate infrastructure works and ensures installations or upgrades are planned, constructed, and maintained to protect Council assets, ensure public safety, and meet regulatory and design standards.
Vendors / Suppliers / Contractors / Consultants	Seek expert technical advice, gather and exchange relevant information and negotiate, collaborate and manage service delivery and performance targets.

COUNCIL EMPLOYEE VALUES AND BEHAVIOURS

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 FOR THE ROLE

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

People and performance framework

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

Customer Service and Communication

<p>Engages with community and internal stakeholders to assess future needs and identify ways of improving standards of customer service delivery.</p>	<ul style="list-style-type: none"> • Promotes positive customer service behaviours • Initiates and seeks feedback on customer service expectations and experiences • Identifies best practice and service improvement opportunities • Considers the community impact, perspective and experience in decisions impacting service delivery • Prepares written material that is succinct, considers alternate views and is persuasive
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Build and Enhance Relationships

<p>Builds and sustains important networks of people, groups and organisations, internally and externally.</p>	<ul style="list-style-type: none"> • Builds networks within and outside the organisations, and recognises opportunities for collaboration • Builds a strong, collaborative team promoting diversity and inclusion and maximises the benefits of diversity and difference • Promotes the sharing of knowledge, skills and resources across council • Acts with political nous • Engages, negotiates and influences diverse groups of internal and external stakeholders • Empowers and motivates others towards a shared agenda
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Plan, Organise, Deliver	
Balances operational and strategic priorities to ensure performance against council plans.	<ul style="list-style-type: none"> • Builds teams with diverse and complementary skills and drives delivery of council plans • Monitors performance and implements measures to achieve council plans • Balances priorities of teams to ensure effective distribution of resources • Creates opportunities for consultation and feedback from stakeholders to create shared ownership • Manages risks and ensures business continuity in an uncertain environment • Recognises problems, takes corrective or preventive actions and keeps people informed of plans, progress, adjustments and decisions

Future Focus	
Drives the achievement of the council vision and future readiness.	<ul style="list-style-type: none"> • Clearly communicates council vision, purpose and plans • Ensures goals and priorities for teams are clear and align with strategic priorities and council vision • Demonstrates ability to critically evaluate existing processes for efficiency, quality and service delivery • Draws on best practice to develop and implement sustainable, evidence-based systems and programs • Leads teams to develop and implement innovative solutions to challenges and problems • Establishes processes to plan and manage the implementation of change

People Development	
Builds and sustains high-performing teams aligned around common goals.	<ul style="list-style-type: none"> • Leads with clear purpose and direction and instils the importance of living council values • Recognises talent and potential, identifies strengths and builds capabilities of staff • Establishes meaningful targets that are specific and measurable • Coaches and mentors to achieve results and develop the capabilities of others • Prioritises action to address unsatisfactory performance and conduct, and behaviours that are inconsistent with council values

Manage Health and Wellbeing	
Demonstrates emotional intelligence and ensures staff wellbeing is prioritised.	<ul style="list-style-type: none"> • Promotes and allocates time for staff participation in health and wellbeing initiatives • Promotes positive workplace behaviours, celebrates team success and enjoyment at work • Demonstrates good situational awareness and manages challenging and complex issues, calmly and logically • Engages in self-reflection and seeks mentorship • Maintains a positive outlook, demonstrating persistence in the face of setbacks • Enables reporting of concerns and takes appropriate action to address the issues raised

Safety and Risk Management	
Develops and implements systems to ensure organisational integrity and people safety.	<ul style="list-style-type: none"> • Practices risk-based decision-making within organisational tolerances • Encourages the taking of calculated risks and provides a supportive environment to critically review and assess outcomes • Considers safety when developing new processes, systems, procedures or purchasing new equipment • Ensures ethical decision-making and priority is given to the safety of staff and the public • Reviews plans regularly to identify and address changing or emerging risks and issues

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%
Constant (C)	67-100%

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Managerial duties relating to projects and assets	Desk based duties relating to 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 < 15kgs	X			
			Carrying < 10kgs	X			
			Climbing	X			
			Bending		X		
			Twisting		X		
			Squatting		X		
			Kneeling	X			
			Reaching		X		
			Fine motor			X	
			Neck postures				X
			Giving/Accepting instructions			X	
			Sustained concentration				X
			Major decision making				X
			Complex problem solving				X
			Interaction with others			X	
			Exposure to confrontation	X			
			Respond to change			X	
			Prioritisation				X