



POSITION TITLE	Team Leader Project Delivery
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2024 to 2027 Band 8
DIRECTORATE	Infrastructure
BUSINESS UNIT	Projects & Assets
REPORTS TO	Manager Projects & Assets
SUPERVISES	Senior Project Manager x 3
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

The primary objective of this role is to lead the planning, delivery, and oversight of Council's capital works program and major infrastructure projects in accordance with legislative, policy, and strategic requirements. The position is responsible for managing a multidisciplinary team, ensuring compliance with governance and safety standards, and delivering projects that are on time, within budget, and to specification. It plays a key role in driving continuous improvement, providing expert advice to senior leaders, and fostering strong stakeholder relationships to support Council's strategic infrastructure outcomes and community service delivery.

our values

TRUST - RESPECT - INTEGRITY - LEARNING

our mission

WE WILL STRENGTHEN THE COMMUNITY IN ALL THAT WE DO

ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

- Lead the Delivery Unit to align operations with Council's strategic direction and foster a high-performing, outcome-focused team culture.
- Deliver capital works and infrastructure projects to meet program targets and ensure delivery on time, within budget, and to defined quality standards.
- Ensure compliance with legislation, regulations, and Council policies to uphold lawful, transparent, and accountable operations.
- Provide timely and accurate advice to senior leaders to support effective decision-making and promote organisational transparency.
- Oversee procurement, contract management, and budgeting activities to ensure efficient delivery and compliance with governance requirements.
- Implement risk and safety management practices to create a safe, resilient workplace and meet occupational health and safety obligations.
- Coordinate stakeholder communication to ensure project clarity, maintain engagement, and manage expectations across all parties.
- Develop and maintains robust project management systems to support continuous improvement and consistent, high-quality project outcomes.
- Support Manager of Projects & Assets in development of Long Term Financial Plan.

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 a Team Leader, according to the People and Performance Framework in Attachment 1, and practice the corresponding behaviours indicated for each capability.

JUDGEMENT AND DECISION-MAKING SKILLS

- Apply technical knowledge and experience to resolve complex issues and deliver effective solutions.
- Exercises sound judgement to make informed decisions when established procedures are insufficient.

SPECIALIST KNOWLEDGE AND SKILLS

- Apply civil engineering expertise to manage complex infrastructure projects in line with industry standards.
- Conduct research and analysis to inform policy development and improve service delivery.

MANAGEMENT SKILLS

- Lead and develops employees to build capability, drive performance, and achieve team and organisational objectives.
- Manage time, priorities, and resources to deliver outcomes efficiently and meet competing demands within deadlines.
- Implement risk, safety, and compliance practices to support a safe workplace and ensure adherence to legal and organisational standards.
- Demonstrate ethical leadership and accountability to uphold professional standards, foster trust, and support a culture of continuous improvement.

INTERPERSONAL SKILLS

- Build and maintain productive relationships to facilitate collaboration and gain support from internal and external stakeholders.
- Communicate clearly in both written and verbal forms to convey complex information, influence decisions, and resolve issues effectively.
- Apply advanced interpersonal and negotiation skills to gain cooperation, manage conflict, and achieve agreed outcomes.
- Lead and motivate team members to enhance engagement, drive performance, and support a positive organisational culture.

INFORMATION TECHNOLOGY SKILLS

Be computer literate, with knowledge and experience with the Microsoft Office suite, and have the ability to quickly learn and adopt other software programs used by the organisation.

CUSTOMER SERVICE SKILLS

Meet customer service expectations to:

- Be honest, ethical and professional.
- Be helpful and courteous.
- Listen with respect and understand the customer's issues.
- Meet commitments made.
- Keep the customer informed.
- Ensure that the customer understands what is being said.
- Apologise if a mistake is made and attempt to make it right.
- Assist customers with physical, sensory or intellectual disabilities, to achieve equitable access to council services.

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

- Tertiary qualifications in Civil Engineering and/or Project Management with substantial experience in the delivery of municipal infrastructure projects.
- Demonstrated experience in the management of a multidisciplinary team.
- Extensive experience as a practicing civil engineer/project manager in the field of buildings, roads, bridges, drainage and traffic engineering.
- Demonstrated experience in managing project budgets.
- Substantial experience within project management, design, construction and contractor management, preferably across a range of projects.
- Must hold, or be eligible to obtain and then obtain, registration as a professional engineer with Business Licensing Authority in Victoria.

LICENCES AND MANDATORY REQUIREMENTS

- Current Drivers License
- National Police Check (required to be supplied by the employee or prospective employee prior to commencement)

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 Team Leader 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.
- Setting clear performance expectations of staff and contractors.
- Working in a professional capacity within a political environment.
- Being willing and able to adapt to change.
- Demonstrating resilience under pressure, and in changing and challenging circumstances.

KEY SELECTION CRITERIA

1. Tertiary qualifications in Civil Engineering and/or Project Management with substantial experience in the delivery of municipal infrastructure projects.
2. Substantial experience within project management, design, construction and contractor management across a range of projects. Demonstrated by experience in managing project budgets and programs. Excellent time management and organisational skills including planning, budgeting and reporting on capital works projects.
3. Demonstrated experience in the management of a multidisciplinary team.
4. Demonstrated knowledge and skills in project management techniques, tools and methodologies, covering all phases of the project life-cycle.
5. Well-developed client relations skills and extensive experience in negotiating directly with clients to determine needs and resolve differences.
6. Must hold, or be eligible to obtain and then obtain, registration as a professional engineer with Business Licensing Authority in Victoria.

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

Understands customer needs and ensures consistency and quality of service to meet customer expectations.	<ul style="list-style-type: none"> • Understands and actively promotes the services and programs offered by Wodonga Council • Collaborates with internal stakeholders to support the delivery of quality service • Adapts communication style and message according to the audience • Applies creative thinking to deliver services that meet customer expectations • Prepares written material that is well-structured and easy to follow
--	---

Build and Enhance Relationships

Supports and encourages teamwork, collaboration and positive relationships between staff and with customers.	<ul style="list-style-type: none"> • Understands the roles of different stakeholders • Communicates, influences and negotiates positive outcomes, including across teams and directorates • Confidently and respectfully engages in challenging conversations • Understands and accepts the value of different views, ideas and ways of working • Recognises and rewards the contributions and achievements of others • Consults and shares information and ensures others are kept informed of issues
--	--

Plan, Organise, Deliver

Organises and co-ordinates resources to ensure team priorities and outcomes are met.	<ul style="list-style-type: none"> • Demonstrates commitment to quality and drive to achieve results • Sets clear and achievable objectives, timelines and priorities for team members • Seeks feedback from team, evaluates and recognises risks and opportunities • Is action-orientated and demonstrates commitment to following through • Demonstrates agility and adaptability as circumstances change
--	--

Future Focus	
Demonstrates adaptability to change and a strong commitment towards continuous improvement.	<ul style="list-style-type: none"> • Looks to identify best practice solutions • Contributes to planning and implementation of new approaches and processes • Encourages improvement of workflow, systems and processes • Embraces changes and encourages and supports team members to accept and adapt to change • Demonstrates ability to manage conflicting demands

People Development	
Demonstrates commitment to the growth and development of self and others.	<ul style="list-style-type: none"> • Sets clear goals and performance expectations to support council plans • Holds self and other team members accountable to goals • Identifies opportunities that challenge and encourage development of team members • Provides effective coaching and feedback to achieve continuous learning • Addresses performance concerns promptly • Prioritises working together as a team and encourages active participation of all team members

Manage Health and Wellbeing	
Promotes the health and wellbeing of self and the team.	<ul style="list-style-type: none"> • Is aware of the impact of own behaviour on others and is responsive in adjusting behaviour • Demonstrates empathy and notices, interprets, and anticipates team members' concerns and feelings • Encourages team members to consider and address health and wellbeing issues proactively • Demonstrates confidence and belief in own capabilities • Remains calm in the face of pressure and challenge • Seeks support and opportunities to debrief when required

Safety and Risk Management	
Monitors compliance with integrity and safety systems.	<ul style="list-style-type: none">• Leads the assessment of hazards and risk, and oversees the implementation of appropriate risk mitigations• Ensure safety requirements are being met and appropriately escalates identified hazards and risk• Oversees the reporting of, and assists with, the response to safety and integrity issues and incidents• Conducts on-the-job training and has regular and timely conversations with the team around safety and integrity obligations and actions• Knows the skills, roles and tasks of team and anticipates the limitations of team members• Partners with experts in health and safety and risk management

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 WORK DAY / 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
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 up to 15kg	X			
			Carrying up to 10kg	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