PROJECT MANAGER

CLASSIFICATION: Band 6

OCCUPANT: Vacant

DATE: October 2026

POSITION CONTEXT & OBJECTIVE(S):

To effectively and economically manage infrastructure Projects to ensure compliance with the contract, Council requirements, industry standards and legislative requirements.

KEY RESPONSIBILITIES AND DUTIES:

1. Manage Project delivery, including Project formulation (scope planning, budgeting and programming), the development of consultant and design briefs, management of subsequent engagements and as necessary issue resolution.
2. Prepare contract documentation including drawings, specifications and other items specific to individual Projects.
3. To ensure that all Project works are carried out in accordance with plans, specifications and contract.
4. Manage all construction activities on allocated Projects.
5. To ensure that site records, documents, diary notes and progress photographs are accurately maintained as required.
6. To ensure that site progress is maintained as per the Project construction program, advise the Project Manager / Superintendent of any issues relating to progress and potential delays.
7. Assess SWMS's submitted by contractors prior to commencement of works. Periodically check SWMS's to ensure compliance.
8. Assess, check and monitor Inspection and Test Plans (ITP's) for works.
9. Check, verify and approve Contractor's payments including issuing of payment certificates.
10. To prepare Project Management Plans for infrastructure Projects.
11. To examine the scope of Projects and engage appropriate contractors.
12. Organise and conduct meetings with contractors to evaluate jobs, costs and progress of works.
13. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

Council is committed to creating and maintaining a child safe and child friendly city, where all children are valued and protected from abuse. Child safety and wellbeing are a community responsibility and are everyone's business. The safety of children in our care is Council's first priority and we have zero tolerance for child abuse or harm.

KEY SELECTION CRITERIA:

Applicants are required to address in writing the key selection criteria in their applications and will need to demonstrate to the selection panel that they have met the following criteria:

1. Degree or Diploma in Building and/ or Civil Engineering with experience in construction supervision of infrastructure Projects or lesser formal qualifications with substantial relevant infrastructure construction experience.
2. Demonstrated experience in project management.
3. Demonstrated experience in the use of judgement to enable quality decision making within a project management context.
4. Demonstrated experience in the construction of complex infrastructure Projects.
5. Demonstrated knowledge and understanding of Occupational Health and Safety and Risk Management in relation to assets and infrastructure.
6. Demonstrated community consultation and stakeholder management skills.

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.

GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records):
☑ YES

The incumbent must have and maintain a Working with Children Check:
☑ NO

PROJECT MANAGER

ORGANISATIONAL RELATIONSHIPS:

Reports to: Senior Project Manager

Supervises: Nil

Internal Contacts: All Staff

External Contacts: Consultants, Contractors, Services Authorities and Community

RELATIVE LEGISLATION

- Fair Work Act 2009
- National Employment Standards
- Occupational Health & Safety Act 2004
- Superannuation Act 1976
- Victoria Long Service Leave Act 2018
- Victoria Workplace Injury Rehabilitation and Compensation Act 2013
- Gender Equality Act 2020

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Ability to act within objectives and budgets set and directed by management.
- Adherence to ensuring regular reporting lines are complied with to the Coordinator Project Planning & Delivery and management on a range of functions relatable to this position.
- Effect of actions is limited to projects and tasks assigned to the incumbent by management.
- Provide effective and economical coordination and control of works undertaken by employees and contractors engaged, including conducting periodic audits of environmental, OH&S, traffic management procedures and Safe Work Method Statements (SWMS's)
- Management of the quality, time and cost of construction projects to ensure compliance with agreed contractual works.
- Liaise with service authorities where their assets are to be affected by Council or external contractors' works.
- Provide communication and advice to other units, external organisations and the general public as required, based on information available within relevant legislation, Council policy and guidelines and industry accepted standards.
- Provide effective and timely Construction Engineering and Project Management advice to business units.
- As required, provide input into the development of policy and assist in providing strategic planning and advice to increase the effectiveness of Council's activities in this area.

JUDGEMENT AND DECISION MAKING:

- Ability to apply current building and construction industry practices.
- To perform activities and resolve difficulties relating to specific tasks.
- Ability to make decisions within the defined accountability and extent of authority.
- Guidance and advice is usually available by management where instructions are unclear or the problem requires further definition.
- Ability to liase with other employees to ensure a high level of coordination and understanding of job functions to complete assigned tasks.
- Ability to delegate as deemed appropriate.
- Authorised to approve invoices in accordance with Council policy and procedure

SPECIALIST KNOWLEDGE AND SKILLS:

- Ability to read and interpret construction plans, specifications, set out and measure up works.
- Knowledge and understanding of current construction and legislative requirements.
- Working knowledge of current Occupational Health and Safety practices as they apply to construction Projects.
- Knowledge and ability to use personal computers, especially Microsoft Word, Excel and Microsoft Project.
- An understanding of the long term goals of the unit and of the relevant policies of both the unit and the wider organisation,

Council's organisational values and the legal and political context of which it operates..

- Knowledge and a familiarity with budgeting techniques (i.e cost estimates, expenditure, forecasting) to ensure adherence of set budgets with a focus on reconciliation to minimise cost over-runs with regular updates to be provided to management.

MANAGEMENT SKILLS:

- Ability to manage time, set priorities, plan and organise own work and that of contractors to enable objectives to be achieved in the most efficient way.
- Ability to liaise with others in ensuring cost/variations/day works for contracted works are met.
- Ability to manage, develop and maintain co-ordination between contractors, day labour and other authorities to perform work.
- Ability to deploy contractors to achieve and meet contract specifications, budget and time lines.
- Knowledge and implementation of Equal Employment Opportunity (EEO), Occupational Health and Safety (OH&S), environmental and traffic management requirements and procedures.
- To uphold integrity within teams and operational areas by actively managing fraud and corruption risks, ensuring compliance with policies, and fostering a culture of ethical conduct.

INTERPERSONAL SKILLS:

- Ability to work effectively in a team environment.
- The ability to communicate and gain co-operation from contractors, consultants and other agencies e.g. utilities.
- Ability to gain cooperation from other Council officers in the administration of Projects and in the supervision of other employees.
- Demonstrate interpersonal skills in written and oral communication.
- Ability to represent Council at meetings with Contractors and Service Authorities.
- Well-developed listening skills to enable residents and contractors to express their needs and concerns.
- Professional attitude when dealing with internal staff and the public.

QUALIFICATIONS AND EXPERIENCE:

- Degree or Diploma in Building and/ or Civil Engineering with experience in construction supervision of infrastructure Projects or lesser formal qualifications with substantial relevant infrastructure construction experience.
- Experience in supervision of infrastructure Projects.
- Construction Industry white card.
- Current Victorian Driver's license essential.

TERMS AND CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the Warrnambool City Council Enterprise Agreement.

AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name:	
Signature:	
Date:	