

POSITION DESCRIPTION

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| Position Title: | Project Manager – Open Space Projects | | |
| Classification: | Band 6 | Status | Full time |
| Group: | Infrastructure and Environment | Business Unit: | Community Infrastructure Delivery |
| Reports to: | Team Leader - Open Space Projects | | |
| Direct Reports: | None | Date: | July 2025 |

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future. To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours, ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

POSITION OBJECTIVES

- Project co-ordination and management for the planning, design, and construction of open space projects including but not limited to play spaces, recreation facilities, open space reserves, skate parks, BMX tracks and other infrastructure improvements
- Work with contractors, internal and external stakeholders to provide quality outdoor recreation facilities, play spaces and open space
- Delivery of designated capital works program, including investigation, planning, design, budget control and project management
- Provide technical expertise for open space projects and provide sound technical advice to Project Sponsors for effective decision making
- Support the delivery of recreation and open space projects

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

Capital works

- Ensure the delivery of the approved capital works program for which the position is responsible, with a key focus on outdoor recreation facilities, open spaces & playgrounds
- Manage projects to meet approved scope, delivery outcome and budgets
- Preparation of project briefs in consultation with internal and external stakeholders and residents
- Assist in developing Capital Works Bids by contributing preliminary design inputs for both minor and major projects
- Implement and promote the use of the Project Management Framework in the delivery of projects
- Report on project progress including expenditure versus budgets
- Obtain necessary approvals and permits required for the delivery of the project
- Prepare or oversee preparation of designs and contract documentation for projects
- Provide project management for the timely completion of civil works, including supervision of consultants
- Undertake technical investigations, and prepare technical, administrative reports
- Co-ordinate and administer all contracts relating to the delivery of projects and programs as required
- Ensure designs and construction demonstrate compliance with any existing Australian safety standards or Government regulations/legislation pertinent to the specific design area
- Responsible for successful completion of project handover process and overall surveillance of projects covering progress, financial management, risks, sensitive issues, opportunities and reporting

Customer service

- Ensure the provision of all services with a focus on customer service and industry best practice
- Prepare timely responses in written and verbal form to technical based correspondence and customer enquiries

General

- As part of a team, contribute to the development of organisational, strategic and business plans for the achievement of financial, quality management and customer service targets
- Keep up to date with developments, legislation and regulations relevant to the requirements of the position
- Support and assist other staff in the department, in order to achieve individual, departmental and corporate objectives
- Prepare council reports on relevant topics
- Any other duties within the employees skill, competence and training

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practice.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system
- Actively participate in the planning and execution of Return-to-Work plans as required

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Manage the day-to-day Project Management of selected projects
- Accountability for the quality, accuracy and effectiveness of the project management of selected projects
- Freedom to act in accordance with legislative requirements and organisational policies and processes
- Provide leadership, specialist advice, direction and expertise on policy, goals and projects to employees, leaders and key stakeholders to support the achievement of the Council Plan and organisational strategy and goals
- Manage employee resources in accordance with the strategic workforce plan requirements.
- Manage project operational budgets within set parameters and delegation of authority.
- Develop and maintain related policies, practices, and procedures

JUDGMENT AND DECISION MAKING

- Operate in a specialised environment with limited day-to-day management
- Exercise independent judgement, considering operational requirements, utilising existing policies and procedures, relevant legislation and the Enterprise Agreement to make decisions
- Provide project management and design support to the organisation
- Work involves the application of improvement suggestions, recommendations and problem solving
- The incumbent will be required to apply sound judgement and act independently and resourcefully to achieve desired project outcomes

SPECIALIST KNOWLEDGE AND SKILLS

The position requires an understanding of the goals and objectives of the Community Infrastructure Delivery Business Unit and of the relevant policies and long term goals of the Cardinia Shire Council.

Specific skills and knowledge required to carry out the duties and functions of the position include:

- Strong experience and knowledge of project management practices and the specific needs of construction in public open space, from concepts through to design and construction including tendering, resource allocation, procurement, contract management, administration and handover process
- Demonstrated ability to utilise project management skills and knowledge together with current best practice techniques to resolve problems
- Ability to confidently address, consult and liaise with a range of internal and external stakeholders including community groups and individuals

- Knowledge and familiarity of principles of budgeting, accounting and financial procedures as they relate to the management of capital works in a local government environment
- An understanding of the long-term goals of the wider organisation and its values, objectives and aspirations

MANAGEMENT SKILLS

- Where management of employees is part of the job, the position requires an understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees development.
- Ability to make independent decisions, good judgement and work with autonomy, initiative, and minimum supervision.
- Managing time, setting priorities, planning and organising own work and where appropriate other employees, so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Contribute to a collaborative and innovative values-based culture.
- Foster innovation and make suggestions to improve work practises and processes.

INTERPERSONAL SKILLS

- Commitment to working in a team environment
- Commitment to working across the organisation, with project sponsors and stakeholders in a productive and constructive manner with open communication, accountability and professionalism
- Highly developed oral and written skills in the communication of complex ideas and issues with a variety of audiences
- Ability to work effectively both under supervision as well as achieve results with a minimum level of supervision

QUALIFICATIONS AND EXPERIENCE

- A tertiary qualification, industry qualification and/or equivalent substantial experience in a comparable environment
- Experience in managing whole of life public open space projects including design & construction management
- Experience in delivering high-quality project management and integrated outcomes
- Experience in managing open space and recreation capital works projects in a local government context is desirable
- Experience in the design development of open space projects
- A current Victorian Drivers Licence

KEY SELECTION CRITERIA

- Qualifications and/or equivalent substantial experience in a relevant field relating to the management of public open space and recreation capital projects
- Demonstrated problem solving ability and decision-making attributes to support the Open Space Projects team within a complex environment where accurate and timely advice on project management is required
- Demonstrated ability to work productively and efficiently a part of a multidisciplinary team and seek innovative and practical solutions to problems and challenges in an effective, timely and transparent manner
- Diverse experience in whole-of-life open space or recreation project planning, design, procurement, construction, handover and post-implementation review of capital projects

- Demonstrated ability to deliver capital projects within an agreed framework, including management of scope, budget, schedules and policy requirements

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

Tenure This is a full time (FTE) ongoing position.

Pre-employment checks All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Working with Children Check.