



Position Description – Strategic Projects Lead

Division	City Futures
Portfolio	City Planning & Sustainability
Business Unit	City and Precinct Planning
Level	7
Reports To	Manager City Planning & Sustainability
Prescribed Position	No

Position Objective

The City of Charles Sturt delivers a wide portfolio of strategic projects spanning infrastructure, sustainability, innovation, digital transformation, community development, and organisational improvement.

The Strategic Projects Lead will be accountable for a portfolio of major strategic initiatives with long-term corporate impact and initiate and drive organisational-wide strategies and programs that shape the long-term direction of Council.

This role plays a pivotal part in delivering organisational and community outcomes by:

- **Driving strategic change and innovation** – initiating and implementing transformative initiatives, managing large budgets, cross-organisational strategies, and high-level negotiations that deliver meaningful outcomes for community and organisation.
- **Anticipating future opportunities** – scanning the horizon, developing new methodologies, and embedding innovative practices that reshape service delivery models for long-term impact.
- **Providing expert, future-focused advice** – offering multi-functional, evidence-based guidance that informs strategic decision-making and strengthens project outcomes.
- **Leading end-to-end project delivery** – ensuring strategic projects are delivered on time, within budget, and most importantly, translate into tangible benefits for communities.
- **Enabling cross-council collaboration** – fostering partnerships across business units, stakeholders, and community groups to coordinate resources, remove barriers, and deliver integrated, place-based solutions.
- **Embedding research and innovation into practice** – applying new knowledge to strengthen project design, unlock external funding, and implement practical, scalable solutions that respond to community priorities.

- **Staying responsive and adaptive** – ensuring Council’s initiatives are agile enough to respond to emerging challenges, evolving community needs, and shifting opportunities.
- **Championing outcomes-focused delivery** – coordinating flexible, cross-organisational support so that projects remain aligned with Council’s long-term strategies while producing visible, on-the-ground impact.

Key Responsibilities

- Lead and develop project planning, monitoring, evaluation, and reporting to ensure projects achieve intended outcomes.
- Lead the integration of projects with Council’s strategic plans, long-term financial plans, and corporate priorities.
- Lead the engagement of internal and external stakeholders, preparing reports, presentations, and communication materials.
- Undertake benchmarking, horizon scanning, and funding research to inform future initiatives.
- Act as a connector across teams, enabling integrated approaches to delivery and problem solving.
- Support project governance frameworks, risk management, and reporting to leadership and Council.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that’s effortless, delivered with care and exceeds our customer’s expectations.
- Responsible for being actively involved in the identification and management of the day to day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council’s Work Health & Safety Management Systems.
- Promote and maintain a child safe environment and take actions as per Council’s Children and Vulnerable Persons Policy.

Selection Criteria

Skills

- Strong ability to work flexibly across diverse projects and adapt to shifting priorities.
- Proven capability in project delivery, coordination, research, and reporting.
- Strong analytical, problem-solving, and critical thinking skills.
- Collaborative style with excellent stakeholder engagement and communication skills.

- Effective communicator, able to simplify and present complex issues clearly.
- Organised, detail-focused, and outcomes-driven.

Knowledge

- Understanding of project management principles, governance, and reporting.
- Awareness of contemporary challenges in local government (e.g. sustainability, community engagement, innovation, infrastructure).
- Familiarity with funding pathways, partnership models, and cross-sector collaboration.

Experience

- High-level discipline knowledge plus either advanced qualifications or extensive and diverse experience.
- Demonstrated experience supporting or coordinating projects within a complex organisational or government environment.
- Experience in stakeholder engagement, research, or policy/project analysis.
- Exposure to cross-organisational initiatives or multidisciplinary project delivery.

Qualifications & Requirements

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| • A tertiary qualification in a related field will be considered (e.g. business, planning, public policy, sustainability, project management, communications) and/or commensurate demonstrated experience in lieu of formal qualifications. | Essential |
| • Car Licence. | Essential |