

POSITION DESCRIPTION

Position Title:	Senior Program Manager (PN 2086)		
Position Type:	Full-time Temporary		
Department:	Infrastructure Delivery		
Date Approved:	May 2025		
Hours per week:	35	Award Classification:	Band 3, Level 4
FTE	1	Salary Classification	TRP

Position Purpose

Lead and manage the delivery of key (capital/infrastructure) projects through the projects lifecycle to meet quality, cost, and time specifications. The scope of projects may include roads and bridges, building assets, and water and sewer assets.

Project manage and deliver a program of major projects for Council including scoping and writing project proposals, managing project development and approval phases, preparing tender documents and quotations, and administering contracts i.e., coordinating and monitoring the performance of consultants, managing procurement, preparing progress reports, and completing grant reports and acquittals.

Key Accountabilities

- Manage a program of major capital works throughout project lifecycle to meet project objectives, from option assessment and the preparation of business case through project design and construction, commissioning, handover, defects liability period and grant acquittals.
- Manage professional staff, including project managers and officers to achieve efficient delivery of the major capital works program.
- Manage delivery of projects to ensure they meet scope, budget, and schedule requirements, and ensure works meet the required quality, health and safety, risk and environmental requirements, State, Federal and local government requirements, and comply with Council policies, processes, and procedures.
- Plan and implement identified projects ensuring defined performance, financial and timeframe requirements are achieved using Council's project management tools, methodologies, and best practice.
- Facilitate and deliver outcomes with key stakeholders pertaining to deliverables associated with the various capital works projects.
- Support the project management of internally delivered projects.
- Identify and document operational risks that may impact on project delivery.
- Develop and manage requirements, scope and write delivery plans and budget estimates, resource requirements, and cost control across a project life cycle.
- Identify and assess critical project issues and risks, and present fully integrated mitigation responses for review by Project Sponsors.
- Implement contract management principles (to Kempsey Shire Council guidelines and standards, including WHS) according to relevant Legislation.
- Inspect works in progress by contractors to ensure compliance with plans and specifications.
- Monitor and report on performance variations to projects to the Project Management Team.

- Guide and assist project managers and officers with grant applications and reporting requirements.
- Manage projects through effective business partner engagement including regular site meetings, progress reviews and monitoring.
- Coordinate the process of selection of tenders and ensure a transparent and compliant procedure is maintained.
- Negotiate commercial outcomes with contractors, consultants, landowners, and regulators.

Core Competencies (Knowledge Skills and Experience)

Essential

- Current Class C Drivers Licence
- General Construction Induction Card

Desirable

- Tertiary qualification in Civil or Structural Engineering or a related discipline
- Certification in PRINCE2, or another recognised Project Management methodology
- Traffic Controller (TCR), Implement Traffic Control Plans (IMP) and Prepare a work zone traffic management plan (PWZ) or willing to obtain
- HLT – Provide first aid
- Asbestos Awareness

Note: All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

Skills and Experience

- Extensive civil works construction, contract management and/or building industry experience.
- Project management experience of complex projects from inception to delivery.
- Highly developed communication (oral and written) and interpersonal skills with the ability to resolve conflict and negotiate satisfactory outcomes within the context of project management.
- Proven technical, financial, project management and leadership skills relevant to the responsibilities of the position and a demonstrated commitment to customer service.
- Solid time management and organisational skills together with a proven experience managing multiple projects, demonstrating flexibility, and driving effective decisions in tight timeframes.
- Strong commercial contract management expertise to effectively and efficiently direct business partner activity to support portfolio performance.
- Comprehensive understanding and experience in risk assessment of projects, environmental requirements and quality assurance activities and tasks, work health and safety and the principles of equal employment opportunity.
- Demonstrated management experience with an ability to work collaboratively within a multi-disciplinary team.

Values

Kempsey Shire Council's values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee.

Value	Expected behaviour
Passion	• We approach our work with enthusiasm and drive to make a difference • We inspire others with our thirst for excellence • We take pride in the customer service we deliver
Integrity	• We act ethically and honestly and work to build the trust and confidence of the community and staff • We act with pride and respect while being loyal and accountable
Innovation	• We challenge the status quo and are prepared to take risks, to achieve creative and efficient solutions • We promote and deliver change in the way we work
Communication	• We ensure open communication for all • We openly and proactively listen and provide information
Respect	• We consider workmates, community, the workplace and environment • We treat people as we would like to be treated
Collaboration	• We seek what is best for the team, not what is best for the individual • We work together to achieve a shared vision • We are connected with and care for each other • We encourage and pay attention to those around us

Supervision Received

This role reports directly to the Group Manager Infrastructure Delivery

Supervision Exercised

The following roles report to the Senior Project Manager:

- Project Managers x 2
- Project Officer
- Infrastructure Delivery Grants Officer.

Position Description Endorsement

Learning and Development

Position Description reviewed and approved by:

People and Culture Representative:	<i>KH</i>
Position Title:	Learning and Development Officer
Date:	23 September 2025

People and Culture

Position Description reviewed and approved by:

People and Culture Representative:	<i>JP</i>
Position Title:	People and Culture Advisor
Date:	September 2025

Role Authorisation

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Role Acceptance

I have read and understood the content of the Position Description for my role. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

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