

<b>Position Title:</b>	Senior Project Manager	<b>Directorate:</b>	Infrastructure & Development
<b>Position Number:</b>	100668	<b>Department:</b>	Assets, Engineering & Design
<b>Employment Status:</b>	Full-Time	<b>Position Type:</b>	Indoor
<b>Employment Type:</b>	Permanent	<b>Location:</b>	374 Main Road, Glenorchy
<b>Classification Structure:</b>	Grade 7		
<b>Reports to:</b>	Manager Assets, Engineering & Design		

### PRIMARY PURPOSE:

The Senior Project Manager is responsible for the planning, governance and delivery of complex capital works and infrastructure projects for Glenorchy City Council within the Assets, Engineering & Design Department. The role ensures projects are delivered safely, on time, within budget and to the required quality standards, while meeting Council's strategic objectives, statutory obligations and community expectations.

Projects may include (but are not limited to) streetscape improvements, bridges, boardwalks, lighting, and other civil and community infrastructure projects as required.

### ORGANISATIONAL REPORTING RELATIONSHIPS:

#### 1. Internal:

- Reports to the Manager Assets, Engineering & Design for operational, performance and work program matters.
- Works collaboratively across the Infrastructure & Development Directorate and with other Council teams to coordinate project planning, approvals, delivery and communications

#### 2. External:

- Liaises with external stakeholders including contractors, consultants, developers, Government agencies and statutory authorities, other councils and sector organisations, businesses and peak bodies, community groups, sporting clubs and members of the public.

### Accountabilities And Responsibilities

<b>Project Governance and Delivery</b>	<ul style="list-style-type: none"> <li>▪ Lead end-to-end project management for assigned capital works projects from concept to close-out, applying contemporary project management principles and Council frameworks.</li> <li>▪ Develop project initiation and governance documentation (e.g., project briefs/charters, roles, decision pathways, reporting cadence and controls).</li> <li>▪ Prepare detailed business cases and options analyses for Council/management consideration, including social, environmental, financial and technical impacts and value for money.</li> <li>▪ Establish, maintain and manage project plans (scope, schedule, milestones, deliverables and performance measures) and ensure appropriate change control.</li> <li>▪ Coordinate internal project resources and specialist inputs to deliver approved outcomes to specification and quality expectations.</li> </ul>
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	<ul style="list-style-type: none"> <li>Identify emerging issues, constraints and opportunities and provide timely advice and recommendations to enable effective decision-making</li> </ul>
<b>Contract, Procurement and Consultant Management</b>	<ul style="list-style-type: none"> <li>Plan and coordinate procurement activities consistent with Council's tendering, purchasing and contract requirements, including obtaining quotes and preparing tender documentation where appropriate.</li> <li>Manage consultants and contractors to ensure performance, compliance, quality and timely delivery of agreed outputs.</li> <li>Undertake contract administration activities including variations, claims, negotiation, dispute resolution support, and performance reporting, in accordance with contract terms and Council procedures.</li> </ul>
<b>Financial Management and Reporting</b>	<ul style="list-style-type: none"> <li>Develop and manage project budgets, cost plans and forecasts, ensuring projects are scoped, designed and delivered within approved funding allocations.</li> <li>Maintain accurate project financial records including coding, supporting documentation and approvals within Council systems and timeframes.</li> <li>Complete required capital reporting (including monthly reporting) and provide accurate progress updates on scope, schedule, risks and budget.</li> <li>Identify and pursue relevant grant or external funding opportunities where applicable, prepare submissions, and undertake grant administration and acquittals if successful.</li> </ul>
<b>Project Controls, Documentation and Continuous Improvement</b>	<ul style="list-style-type: none"> <li>Maintain project registers (e.g., risks, issues, actions, decisions, variations and lessons learned) to support effective governance and delivery.</li> <li>Support continuous improvement by contributing to the refinement of project management tools, templates and delivery practices across AED and Council.</li> <li>Actively contribute to internal continuous improvement initiatives, including the enhancement of Council's project estimation tools and the implementation of new project management systems and associated business processes.</li> <li>Coordinate project close-out including completion documentation, handover to operations/asset owners, defects management (where applicable) and post-implementation review.</li> </ul>
<b>Team Work and Collaboration</b>	<ul style="list-style-type: none"> <li>Collaborate with all council employees and proactively share knowledge to help build and maintain skills and capability.</li> <li>Perform duties in a manner that fosters cooperation and maintains positive working relationships with team members.</li> <li>Show respect for others and their viewpoints, contributing to an inclusive and respectful workplace culture.</li> <li>Deliver high-quality, compliant work and advice that earns trust and promotes respect from colleagues and the community.</li> <li>Work collaboratively with team members and stakeholders to achieve outcomes effectively and on time.</li> <li>Assist in the delivery of daily team operations, participating in team meetings, and allocating work tasks.</li> <li>Contribute to an inclusive workplace culture by respecting diverse perspectives and encouraging open, constructive communication</li> </ul>

	<ul style="list-style-type: none"> <li>Take ownership and responsibility for delivering activities that benefit the community and align with council goals, strategic and annual plans.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>Represent the Council in a professional and positive manner</li> <li>Ensure that a high standard of customer service is maintained to both internal and external customers.</li> <li>Identify and contribute to opportunities for continuous improvement in service delivery.</li> </ul>
<b>Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>Actively participate in professional development and training activities and contribute to the achievement of individual performance objectives.</li> <li>Take ownership of work priorities to ensure tasks are completed accurately, efficiently, and to a high standard.</li> <li>Ensure all assigned work is delivered within agreed timeframes, budgets, and quality expectations.</li> <li>Support and promote a diverse and inclusive workplace culture that prioritises the safety and wellbeing of children, young people, the community, and employees.</li> <li>Employees may be required to perform additional duties that are within the scope of their skills, competencies, and training, consistent with their classification level. These duties may be undertaken across various areas of the Council, as directed, to support organisational needs and service delivery.</li> <li>This role may require reasonable after-hours activities and overtime when required by business needs.</li> </ul>
<b>Governance, Risk and Compliance</b>	<ul style="list-style-type: none"> <li>Undertake all activities in accordance with Council's code of conduct, values, policies, procedures, delegations and legal obligations.</li> <li>Comply with Work Health and Safety (WHS) policies, procedures and safe work practices.</li> <li>Promptly report hazards, incidents, injuries or unsafe practices in accordance with Council requirements.</li> <li>Ensure adherence to all relevant legislation, regulations, and organisational standards to maintain compliance with legal, safety, and certification requirements.</li> <li>Proactively identify areas of non-compliance and support the implementation of corrective actions.</li> <li>Maintain current knowledge and expertise in relevant fields, including awareness of industry best practices and updates to legislative and regulatory frameworks.</li> <li>Monitor compliance with applicable Acts, Regulations, and standards to meet legal and certification requirements, report non-conformances and implement corrective actions as needed.</li> <li>Participate in professional development and training activities and maintain up-to-date certifications and complete all mandatory compliance and training requirements.</li> </ul>

**SPECIALIST DELEGATIONS:**

The position has authority to expend funds within approved project budgets subject to Council's financial delegations and the Project Management Structure.

Key Selection Criteria	
<b>Essential Qualifications</b>	<ul style="list-style-type: none"> <li>Tertiary qualifications in Project Management, Engineering, Construction Management or a related discipline and/or equivalent demonstrated experience, coupled with substantial project management experience.</li> </ul>
<b>Licences</b>	<ul style="list-style-type: none"> <li>Current registration to work with vulnerable people (RWVP)</li> <li>Drivers Licence (preferred but not essential)</li> </ul>
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>Demonstrated experience delivering complex infrastructure/capital works projects from planning through to completion, including governance, scheduling and budget control.</li> <li>Strong stakeholder management capability, including experience working with the community and managing competing needs and expectations in a public environment.</li> <li>Demonstrated capability in contract and consultant management, procurement processes, negotiation and issue/dispute resolution.</li> <li>Highly developed written and verbal communication skills, including the ability to prepare clear reports, briefings, submissions and correspondence for senior management and Council.</li> <li>Proven financial management capability including budget development, forecasting, cost tracking and reporting.</li> <li>Strong risk management approach, including establishment and maintenance of project registers and application of safety/quality controls.</li> </ul>

## Work Environment

Glenorchy City Council is a values-based organisation, committed to attracting, recruiting, and retaining individuals who uphold our values and actively contribute to the positive culture we aspire to build.

We are dedicated to maintaining high standards of performance in all areas, particularly in relation to Community, Work Health and Safety, Diversity, and Child Safety. All employees are expected to contribute to a safe and inclusive work environment by:

- Promoting and maintaining safe working conditions and practices.
- Supporting fair and equitable access to employment, promotion, training, and personal development.
- Actively working to eliminate workplace harassment and discrimination.
- Ensuring compliance and reporting obligations to safeguard children and young people.

The behaviours and performance standards expected of all Council employees are governed by our Code of Conduct, Workplace Values, Directives and guidelines.

Please note that Glenorchy City Council is a drug, alcohol and smoke-free workplace.

## Our Values



### WE RESPECT EACH OTHER

We respect the skills, knowledge and diversity of our team mates

Everyone is heard and is valued

We care for the well-being and safety of each other

We check in on each other without being prompted

Listening and being listened to matters



### WE ARE TRUSTED

I've got your back and you've got mine

We do what we say we will

We are empowered

Have honest and open conversations

We are trusting and trustworthy

We learn from our mistakes and share what we learn



### TOGETHER WE ARE BETTER

Robust and thoughtful decision making together

Solving important problems together

We reach out to others and across teams for help

We collaborate more and handball less

Share our skills and knowledge



### WE DELIVER

We serve and stand up for our community

We knuckle down and focus on what matters

We are courageous and determined to find a way

We seek opportunities to continually improve outcomes and then we act on them

## Our Culture

This is OUR WAY to achieve results through our people and teams to make Glenorchy a better place every day.

### WE FOSTER AND MODEL A CULTURE WHERE:

We **RESPECT** others and their viewpoints as being as important as our own

We trust and are **TRUSTED** by each other

We know that by working **TOGETHER** we achieve better outcomes

We take personal responsibility, and together we **DELIVER** for our community

### ACKNOWLEDGEMENT:

I have read and agree to abide by the requirements of this position description.

<b>Employee Name:</b>			
<b>Employee Signature:</b>		<b>Date:</b>	