

POSITION DESCRIPTION

Position Title	Capital Planning Coordinator	Classification	Band 8
Directorate	Corporate Services	Department	Finance
Direct Reports	1	Date	August 2026
Reports to	Chief Financial Officer		

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 supporting the community by delivering a wide range of services that enhance the wellbeing of residents now and into the future.

To support the delivery of these services, Council is focused on building a skilled and professional workforce with the capability to respond to current priorities and future challenges. Employees are expected to contribute to high-quality service delivery, demonstrate sound professional judgement, and work collaboratively to achieve positive outcomes for the community.

Council is committed to providing a safe, inclusive and supportive working environment that enables employees to perform at their best while contributing to the achievement of Council's strategic objectives.

POSITION OBJECTIVES

The Capital Planning Coordinator will manage and coordinate the development of the long-term capital plan and budget in consultation with Councillors, ELT, Managers and Coordinators. The role will provide transparent governance and assurance of the strategic planning, prioritisation and optimisation of a capital infrastructure program that support the acquisition, construction, maintenance, and renewal of Cardinia Shire Council's asset portfolio while balancing community needs, Councillor priorities, and strategic direction, within Council's financial capacity.

This role leads a team that will support and facilitate the assessment and technical review of funding applications for capital projects and monitor and report on project progress in relation to the funding. They will deliver all capital reporting and will support Finance in fulfilling statutory reporting obligations for capital expenditure.

Finally, they will support project teams through regular monitoring, reporting, system improvements and project manager support.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Facilitates and co-ordinates long-term forward planning for Cardinia's significant and capital investments to support the ongoing operations of the business, respond to emerging opportunities, and ensure the ongoing performance of existing assets through refurbishment and renewal.
- Leads annual budget and monthly forecasting processes for capital works
- Manages allocation of external funding to capital projects

- Supports development of Cardinia's capital project delivery capability including processes, systems, and reporting for management at a program and project level, supporting efficiency, certainty, cost, and risk management delivery
- Establishes project management governance, oversight, and reporting processes to monitor and manage program delivery for Cardinia's capital works program
- Monitors, reports on, and provides advice and support to Departments in their major asset investment planning and projects delivery including:
 - options analysis and business case for significant asset acquisition/ construction/ development decisions
 - delivery of major projects relating to assets maintenance/repair
 - replacement/refurbishment/disposal of assets at the end of their operational life
- Provides support to Delivery teams/project managers across all project management phases.
- Acts as secretary to the Capital Works Governance Committee (CWGC).
- Facilitates submissions to the CWGC and/or Council in relation to capital program requests/changes/updates.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- 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

- Resource Management - freedom to act set by broad goals, policies and budgets; may have a substantial effect on the unit or public perception of the organisation
- Manage Specialist or Regulatory Units - freedom to act subject to goals, policies and legislation; may have a substantial effect on the community
- Deliver a positive internal and external customer experience focussed on the employee lifecycle.
- 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 business unit operational budget within set parameters and delegation of authority.
- Develop policy options and strategic plans, the freedom to act is wide and limited only to the areas nominated by Employer or the corporate management.
- The advice and counsel provided by these positions is relied upon for guidance and part-justification for adopting particular policies the impact of which may be substantial upon the organisation and/or the community.

JUDGMENT AND DECISION MAKING

- Operate in a specialised environment with limited day-to-day management.

- Involves both problem solving and policy development.
- Methods, procedures and processes are less well-defined, and employees are expected to contribute to their development and adaptation
- Requires identification and analysis of an unspecified range of options before choice can be made.
- Identify and develop policy options for senior management or employer consideration.
- Exercise independent judgement, considering operational requirements, utilising existing policies and procedures, relevant legislation and the Enterprise Agreement to make decisions.
- Work involves the application of improvement suggestions, recommendations and problem solving
- Solve complex and high-risk problems.

SPECIALIST KNOWLEDGE AND SKILLS

- These positions require proficiency in the application of theoretical or scientific approaches in the search for solutions to new problems and opportunities which may be outside the original field of specialisation by the employee Demonstrate initiative in managing work outcomes, opportunities and challenges.
- An understanding is required of the long-term goals of the wider organisation and of its values and aspirations and of the legal and socio-economic and political context in which it operates.
- A sound knowledge of budgeting and relevant accounting and financial procedures is essential except for specialist positions where such knowledge may not be required.
- Demonstrate initiative in managing work outcomes, opportunities and challenges.
- Demonstrate specialised analytical and problem-solving skills.
- Proven ability to plan and implement workplace change to deliver outcomes for the community and organisation now and into the future.
- Possess comprehensive working knowledge of systems and protective factors around keeping children and young people safe including child first and child protection reporting/services including Child Safe Standards.

INTERPERSONAL SKILLS

- Ability to persuade, convince or negotiate with clients, members of the public, employees, tribunals etc. and persons in other organisations in the pursuit and achievement of specific and set objectives.
- Ability to lead, motivate and develop other employees
- Demonstrate self-awareness and a commitment to personal growth.
- Display resilience and agility in a changing work environment.
- Possess excellent communication, negotiation, and interpersonal skills with the ability to clearly articulate and present information as required.
- Ability to manage a variety of tasks and issues concurrently.
- Proven ability to build and maintain productive and respectful relationships and partnerships.
- Ability to work effectively as part of a team to deliver positive organisational outcomes.
- Proven ability to maintain high levels of confidentiality.

MANAGEMENT SKILLS

- Typically involve the supervision of large numbers of employees or the supervision of tertiary qualified employees or employees with extensive experience
- Management skills are required to achieve objectives and goals, taking account of organisational and external constraints and opportunities.
- Ability to effectively manage, coach and support employees throughout the organisation.
- Be proactive and prioritise activities according to level of urgency with the ability to achieve objectives despite conflicting pressures.
- Ability to make independent decisions, good judgement and work with autonomy, initiative, and minimum supervision.
- Promote a culture of learning by proactively seeking opportunities to challenge and develop team members and provides practical feedback to maximise performance.

- Support high performance through regular coaching with direct reports, and role modelling shared leadership.
- Ability to manage own time, set priorities and achieve targets within allocated budgets and resourcing.
- Lead and influence a collaborative and innovative values-based culture.
- Adopt a commercial and entrepreneurial approach to the design and implementation of programs.
- Foster innovation and improves work practises and processes.

QUALIFICATIONS AND EXPERIENCE

- Relevant tertiary qualifications in accounting, financial management or project management.
- Demonstrated knowledge/experience in financial management and contract management software, with exposure to Technology One CiA an advantage.
- Demonstrated knowledge / experience in financial monitoring and the capacity to undertake detailed financial analysis in an accurate and reliable manner.
- Knowledge and/or experience in Asset Management.
- Extensive and Diverse Experience exceeding ten (10) years in varying disciplines.
- Demonstrated experience in managing and delivering employee lifecycle and industrial / employee relations support and guidance.
- Experience in leading, mentoring and developing a team of diverse professionals.
- Experience in working in a complex, multi-disciplinary organisation.
- Data analysis and report writing, with a strong attention to detail.
- A current Victorian Drivers Licence.

KEY SELECTION CRITERIA

- Demonstrated expertise in financial and contract management, including financial monitoring, detailed financial analysis, and the use of financial management systems, with experience in Technology One CiA highly regarded.
- Relevant tertiary qualifications and experience in accounting, financial management, project management
- Knowledge and/or experience in Asset Management.
- Financial acumen and the ability to manage business unit budgets effectively.
- Communication, negotiation and interpersonal skills with the ability to clearly articulate and present information as required.
- Understanding of emerging trends to ensure the decisions made by this position influence the outcomes for our community and organisation now and into the future.
- Leadership, authority, direction and expertise on policy, strategy, goals and projects within area of responsibility.
- Able to work independently and make sound decisions based on experience and good judgement.
- Ability to deal with concerns effectively, diplomatically, and confidentially.

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 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 Financial Background Check, Traffic Check or Working with Children Check.

