



POSITION DESCRIPTION

Position:	Project Manager Permanent Full-Time (Authority position number 0314.1)
Enterprise Agreement Classification:	Band 6 (Colac Otway Shire Council Enterprise Agreement No. 10, 2025)
Division:	Infrastructure and Environment
Department:	Program Delivery
Reports to:	Coordinator Project Management - Infrastructure
Approved by:	General Manager Infrastructure and Environment
Date Approved:	October 2026

Colac Otway Shire Council strives to be a values-based organisation. Our values were developed by our people. They guide our behaviours, our approach to our work and to each other.

Our Values

- We are *supportive, inclusive* and *respectful*
- We take a *positive* approach to our work
- We commit to *safe work* practices
- We are *accountable* and *proactive*
- We act with *integrity*
- We *communicate* effectively
- We are *flexible* and *progressive*

Position Objectives

To ensure that Council:

- Efficiently and effectively manage and deliver capital projects in accordance with Council's agreed project management framework.
- Effectively manage contracts and provide contract management support and advice to other team members.
- Provides adequate support to all stakeholders, including project sponsors, involved in the project delivery process, ensuring project understanding, roles, responsibilities and deliverables.



PART A	
Key Responsibilities	Expected Outcomes
• Coordinate and manage the delivery of assigned capital works projects in partnership with Project Sponsors and key internal and external stakeholders. • Ensure that project delivery is in accordance with budget, governance and compliance requirements, including required procurement policies and processes, to achieve required outcomes. • Ensure that projects are delivered in accordance with Council's project management framework, methodology and systems. • Provide support to and advise the Coordinator Project Management - Infrastructure on issues relating to the achievement of short and long term project objectives, and implement strategies to achieve efficiencies, mitigate risk and ensure delivery of the annual capital works program and nominated operational projects. • Support and participate in continuous improvement activities with regard to project management frameworks and delivery of projects. • Provide assistance to other project managers and staff where required to deliver projects in accordance with approved project plans and budgets. • Ensure all works are undertaken in a safe manner adhering to required OH&S policies, regulations and agreed safe work procedures. Ensure incidents and/or hazards are reported and acted upon to minimise risk exposure. • Ensure that works under Contract are delivered in accordance with the Conditions of Contract, and that Council meets the contractual obligations.	• Projects are delivered in accordance with Council's Project Management framework and associated methodology. • Delivery of projects meet budget, governance and compliance requirements. • Project reporting and monitoring updates are provided to project sponsors, and associated project governance teams in a timely, accurate and informative manner. • Regular and accurate reporting to project partners, including project sponsors. • Contracts are managed in accordance with the Conditions of Contract and meet governance and compliance requirements. • Documentation review to enable consistent project documentation improvement in line with the project management framework. • Project Processes review to enable consistent project delivery improvement in line with the project management framework.



PART B

Classification Criteria

Accountability and Extent of Authority

The position is authorised/responsible for the following:

- Accountable for producing effective and high quality infrastructure for the community.
- Make a positive contribution to the efficient and effective output of the area by completing objectives and providing direct support and assistance to other staff as required. This is in accordance with customers' needs, within nominated timeframes.
- Accountable in consultation with Senior Staff for monitoring relevant budgets.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.
- The freedom to act is governed by the objectives and procedures of the section and is under the supervision of the Coordinator Project Management - Infrastructure.
- The incumbent is authorised to commit expenditure in accordance any formal delegation within the approved department budget and to prepare and sign correspondence subject to the jurisdiction of the position.

Judgement and Decision Making

- This is a technically skilled position, which involves the completion of a designated works plan involving an element of problem solving.
- The position requires an independent worker who is able to work unsupervised and take control and show initiative in new and unexpected situations.
- Ability to identify, analyse and resolve problems accordingly.
- Identification and analysis of a policy requirements, relating to projects for development of recommendations.
- Make professional judgements and decisions critical to the department.
- The work is subject to plans and objectives set by the Coordinator Project Management - Infrastructure.

Specialist Skills and Knowledge

- Sound knowledge, qualifications in and experience of project management principles including construction and contract management.
- Experience of managing finances across multi-disciplinary projects, covering payment certificates, claims and invoicing.
- Ability to support and work effectively with internal and external stakeholders including and community groups.
- Understand the processes of developing specifications, tendering and monitoring projects.
- Ability to develop and monitor implementation plans and budgets.
- Ability to respond to unplanned issues.
- Proficiency in use of personal computer including word processing, spreadsheet and database software.
- Experience working on cross-organisation projects.
- Knowledge of technical literature, standards, manuals and Codes of Practice;



PART B

Classification Criteria

- Comprehensive understanding of Civil Engineering design and construction practices.

Management Skills

- Ability to efficiently manage time, constantly re-prioritising tasks to work on a number of different tasks simultaneously and respond to immediate needs.
- Understanding and ability to implement policies and practices.
- Possession of well-developed organisational skills.
- Effective use of available resources.
- Ability to work methodically and diligently.

Communicate Effectively

- Demonstrated ability to liaise effectively with Council staff, contractors, residents, and community groups.
- Provide a high level of service to internal and external customers.
- Ability to gain cooperation and support of others to achieve set objectives and in the administration of well defined activities.
- Verbal communication skills of an order sufficient to communicate clearly and effectively with staff, contractors, customers and community groups.
- Written communication skills of an order to effectively prepare inter-office communication, council and internal reports and external correspondence on matters relating to the position.
- Ability to respond positively to change.
- Ability to liaise with counterparts in other organisations to discuss and resolve problems.
- Ability to effectively negotiate and build rapport with contractors and consultants in order to achieve positive project outcomes.

Qualifications and Experience

- Relevant project management experience and application of project management methodologies
- Relevant experience in the end-to-end delivery of projects in the built environment (civil, open space, buildings and structures etc.).
- Relevant experience in project management of small to large scale projects in varying business environments.
- Experience in contract administration and supervision.
- Knowledge and experience in the application of Standards, Codes and Regulations applicable to the delivery of civil and building projects.
- Excellent interpersonal skills to build relationships and effectively communicate with a range of stakeholders.
- Excellent computer skills including MS Project, MS office suite or other project management and scheduling software.
- A current Victorian Drivers Licence.

Desirable:



PART B

Classification Criteria

- Qualification/s in Project Management methodologies Prince II, PMBOK or other industry recognised qualifications.
- Experience and understanding of the Local Government environment and processes.
- Experience delivering projects in a politically sensitive environment.
- Tertiary qualifications in engineering (civil), project management, construction management or equivalent

PART C

Standard Organisational Responsibilities

Customer Service

- Promote and enforce Council's policy of excellence in customer service;
- Provide appropriate customer services to our customers in a prompt and engaging manner via social media or web updates;
- Maintain the highest ethical standards and confidentiality in dealing with data, our customers and each other.

Occupational Health & Safety/Risk Management

- Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions at the workplace;
- Co-operate with your employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Health & Safety Acts, Regulations and Codes of Practice;
- Work within Occupational Health & Safety Acts, Regulations and Codes of Practice;
- Ensure Council's Risk Management Policy & Procedures are observed and complied with.
- Enforce Council's OH&S and Risk procedures with contractors and consultants.

Human Resources

- Identify training and development needs through Appraisal System for yourself and any staff you directly supervise, and participate in corporate training;
- Ensure adherence to Council Code of Conduct, Equal Employment Opportunity, Privacy procedures and other policies and programs;
- Participate fully in the Staff Performance Management System, Recruitment and Induction processes.

Information Management

- Ensure accurate and prompt registration of all customer requests within the request system, action and respond to assigned requests within a prescribed timeframe and according to Colac Otway Shire Performance Standards;
- Ensure effective use of relevant application software systems (appropriate level of training provided).
- Make and keep accurate and complete records of business activities, including email.
- Ensure the quality and accuracy of data used or enter into Content Manager.



PART B

Classification Criteria

- Understand records management obligations and responsibilities.
- Create records proactively, even those that would not otherwise be created from activities such as telephone conversations, verbal decisions, meetings, conferences etc.

Organisational Development & Business Improvement

- Promote Council Values and participate in ongoing business improvement initiatives to continuously improve Council's systems and processes.
- Actively contribute ideas and suggestions which promotes a culture of innovative thinking.
- Participate in the development and monitoring of Unit Business Plan objectives as appropriate.
- Participate in the Employee Alignment and Engagement Survey as requested.
- Comply with the Colac Otway Shire Customer Performance Standards.

Emergency Management / Business Continuity

- As part of the duties associated with this position, the incumbent may be requested to assist Colac Otway Shire Council in responding to a crisis situation, should one arise, affecting the operation of Council and/or the wellbeing of the community.
- This may involve temporarily working in a different work location within the Shire undertaking different tasks. Priorities of Council will shift during a crisis event, and as such, Officers may find themselves engaged in work activities that differ from the key responsibility areas that are outlined in their Position Descriptions.
- Staff will not be seconded into roles that are beyond their existing skill sets.

Child Safety

- Ensure a child safe environment and contribute to a culture of child safety by fulfilling the responsibilities and requirements of Council's Child Safe Policy and procedures.
- Promote the cultural safety, participation and empowerment of children including Aboriginal, culturally and/or linguistically diverse children, and children with a disability.
- Respond promptly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian in accordance with Council's Child Safe policy.



Key Selection Criteria

- Relevant experience in the end-to-end delivery of projects in the built environment (civil, open space, buildings and structures etc.). (Tertiary qualifications in infrastructure project delivery, construction practices and contract administration or equivalent are desirable)
- Relevant experience in project management of small to large scale projects in varying business environments.
- Qualifications and/or experience in Project Management methodologies Prince II, PMBOK or other industry recognised methods or qualifications are desirable.
- Experience in contract administration and supervision.
- Knowledge and experience in the application of Standards, Codes and Regulations applicable to the delivery of civil and building projects.
- Excellent interpersonal skills with a demonstrated ability to build relationships and effectively communicate with a range of stakeholders.
- Excellent computer skills including MS Project and MS office suite or other project management and scheduling software.
- A current Victorian Drivers Licence.

Employee and Employer Agreement

We agree that the above is an accurate reflection of the duties and responsibilities of the position.

Name	Signature and Date	E
Employee		

Name	Signature and Date
Direct Supervisor	