



Position Description

Project Manager – Capital Delivery

Date: July 2026

Division: Infrastructure and Development

Position title:	Project Manager – Capital Delivery
Classification:	Grade 10 of Council's Salary Structure Band 3 Level 4 of Local Government (State) Award 2026
Reports to:	Reports to Group Manager – Infrastructure Services and works operationally with the relevant Business Unit Manager
Direct reports:	Nil (may provide functional guidance to project team members, consultants and contractors)
Liaison:	Internal: Group Manager Infrastructure Services, Business Unit Managers, Infrastructure staff, Corporate Services and Finance. Operationally accountable to the relevant Business Unit Manager for assigned projects while remaining line managed by the Group Manager Infrastructure Services. External: External project team members, consultants and contractors
Position purpose:	The Project Manager – Capital Delivery is responsible for the planning, procurement, delivery, commercial management and close-out of Council's capital works and grant-funded projects across all Infrastructure functions. The role provides a single point of accountability for project governance, scope, time, cost, quality, contract administration and project financial management, ensuring projects are delivered safely, compliantly, to the required quality standards, and in accordance with Council delegations, engineering standards, policies and funding agreements.
All activities comply with all Work Health and Safety legislation, policies and procedures. This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. Multi-Factor Authentication (MFA): The incumbent may be required to use multi-factor authentication to access certain systems and data. This security measure is implemented to ensure the protection of sensitive information and to comply with Council security practices. Employees are expected to demonstrate behaviours that align with Council's core values, Code of Conduct, Work, Health and Safety and Equal Employment Opportunity Principles.	

1. Organisational Commitment

Employees are required to work in a manner that is consistent with legislative requirements and the Uralla Shire Council mission, values and customer service.

Mission: Uralla Shire Council listens to and facilitates the aspirations of the community.

Unity
We succeed as a team with integrity and accountability
Indicators: no dishonesty; mistakes are identified and corrected.

Values: Safety
Keeping our people and community safe
Indicators: Hazard reporting is high; incident occurrence is low.

Commitment to Service
We use resources efficiently in an equitable manner
Indicators: Council service is fair, tailored and within resources.

Council service principles:

Respect	<i>All people are equal</i>
Accountability	<i>In the interest of the community</i>
Honesty	<i>We act on facts</i>
Efficiency	<i>Value-for-money use of resources</i>
Equity	<i>We are genuinely fair</i>
Communication	<i>We are clear and concise</i>

Accordingly, all employees are to demonstrate the following inherent requirements:

- **Professionalism, Integrity and Ethics**– display a high level of effort and commitment to work performance, exercise reasonable skills and diligence, adhere to Council and industry standards and codes of ethics, and demonstrate trustworthiness and responsible behaviour.
- **Teamwork** - encourage and facilitate cooperation, pride, trust, and group identity; foster commitment and team spirit; work cooperatively with others to achieve required outcomes.
- **Customer Service** - work and communicate with the general public, internal and external customers to provide information and quality services targeted to meet customer expectations.
- **Continuous Improvement** - Contribute to the development and continuous improvement of Council's project management systems, governance frameworks, templates and reporting processes.

2. Licence and Compliance Training Requirements

In addition to maintaining industry knowledge, this position requires the following licence and training requirements to be maintained as a minimum.

- Current Police Check (remove if not required to be renewed)
- Current C class drivers' licence
- Professional membership/registration
- Risk Management Training
- Procurement and Contract Management Compliance Training
- Emergency Management and Incident Reporting Training

Additional individual training and professional development opportunities will be discussed throughout the year and incorporated into an individual training and development plan, to support ongoing skill development, role effectiveness, and continuous improvement.

3. Responsibilities, Competencies and Accountabilities

Core Responsibilities

Project Delivery & Governance

- Lead projects from initiation through planning, design, procurement, construction, commissioning and finalisation.
- Establish and maintain project governance documentation including project plans, risk registers, change registers and reporting frameworks.
- Coordinate internal and external stakeholders to ensure timely delivery of project outcomes.
- Provide clear, regular reporting to the Group Manager Infrastructure Services and Business Unit Manager on progress, risks and issues.
- Ensure infrastructure assets are delivered in accordance with approved design documentation, engineering standards, specifications and quality requirements to maximise asset life and minimise future maintenance liabilities.
- Coordinate practical completion, defects management, commissioning and asset handover to ensure assets transition effectively into operational ownership.

Procurement and Tendering

- Plan and manage project-specific procurement activities in accordance with Council's Procurement Policy, approved delegations and relevant legislation.
- Prepare and coordinate procurement documentation including scopes of work, technical specifications, schedules and evaluation criteria, in collaboration with Business Unit Managers and Corporate Procurement as required.
- Manage the tendering and quotation process for assigned projects, including engagement with Procurement, coordination of tender briefings, responses to tenderer queries and clarification processes.
- Participate in tender and quotation evaluations, including preparation of evaluation reports and recommendations for approval within delegated authority.
- Ensure procurement activities are fair, transparent, defensible and auditable, and aligned with approved project budgets, funding conditions and delivery timeframes.
- Develop procurement strategies that deliver value for money while appropriately managing commercial, delivery and project risks.

Contract Administration

- Act as Council's Contract Administrator for assigned projects in accordance with approved delegations.
- Administer contracts, consultant agreements, grant funding agreements and supplier contracts.
- Assess and certify contractor claims, variations and extensions of time within delegated authority.
- Manage final accounts and contract close-out processes.
- Maintain complete and auditable contract records in accordance with Council governance requirements.

Project Financial Management

- Establish and manage approved project budgets.
- Monitor commitments, actual expenditure and forecast-at-completion.
- Identify cost pressures early and recommend mitigation actions.
- Ensure accurate financial reporting and alignment with Council's financial systems.
- Allocate project delivery costs in accordance with approved funding agreements and Council financial procedures.
- Support grant funding claims, financial acquittals and project cost recovery through accurate project cost coding and financial records.
- Monitor project expenditure to maximise eligible grant cost recovery and ensure compliance with funding agreements.

Grants and Compliance

- Manage grant milestones, reporting obligations and evidence requirements in collaboration with Finance and Corporate Services.
- Ensure project delivery aligns with funding deeds, statutory approvals and Council policies.
- Support audits, funding reviews and governance inspections as required.
- Maintain documentation required to demonstrate compliance with grant funding conditions and support internal and external audit activities.

Project Risk Management

- Develop and maintain project risk registers.
- Identify emerging project risks.
- Implement mitigation measures.
- Escalate strategic risks to the Group Manager and relevant Business Unit Manager.
- Monitor commercial, delivery and funding risks throughout the project lifecycle.

Stakeholder Coordination

- Coordinate project interfaces between internal business units.
- Liaise with funding agencies, consultants, contractors, utility providers, and regulatory authorities.
- Represent Council during project meetings with funding agencies, regulators, developers and external stakeholders.

Work Health & Safety

- Ensure WHS risks are identified, assessed and managed throughout the project lifecycle.
- Ensure contractors and consultants comply with WHS legislation, Council policies and approved management plans.

Key Tasks

As per those determined in the annual business unit review and within the essence of the positions core responsibilities, (as set out above), notwithstanding the need to review and alter the list in response to operational changes, workloads and staff development on an on-going basis. Where it is required that tasks need to be added/removed this will be clearly communicated to the incumbent.

Competencies and Accountability

The incumbent will be required to have competencies and accountability relevant to the position in-line with those set out in the Local Government Award for Band 3 Level 4.

Performance Measures

As per those set out in the annual performance assessment. Performance measures are determined giving consideration to the desired corporate objectives of the organisation as set out in Corporate Service Plans and the broader community services delivery outcomes as detailed in Council's Operational Plan and Delivery Program.

Delegation of Authority

Delegations of Authority are detailed under separate official delegation instrument through the General Manager and are reviewed annually.

The freedom to act and make decisions is governed by clear objectives and budgets with frequent prior consultation with management and a regular reporting mechanism to adhere to objectives and budgets.

4. Terms and Conditions of Employment

Required personal attributes and qualities

- Leadership – The ability to demonstrate and provide leadership in the long-term interests of the organisation.
- Understanding and acceptance of a change culture – The ability to embrace a continual change position and readily look to seek out and implement new initiatives for the betterment of the community and for the long-term sustainability of Council's operations.
- Relationships – The ability to build effective and productive relationships within internal and external stakeholders.
- Commitment, attitude, and application to duties – The ability to apply an appropriate level of commitment, attitude and application to duties which will result in measurable outputs and results against identified performance indicators.
- Professionalism – The ability to participate and contribute as a team member in a manner which is supportive and professional, including being respectful of differences of opinion, whilst maintaining the ability to accept the final determination.
- Cooperation and cohesion – The ability to maintain cooperation and cohesion when undertaking all duties in an environment where leadership is provided, and professional standards are observed.
- Positive and proactive – The ability to maintain a positive and proactive disposition in times of contradiction and challenge to one's professional and ethical position.
- Practical and common-sense approach – The ability to apply a practical and common-sense approach to problem solving and to look for innovative solutions.
- Ethics, integrity, and values – to always display ethics, integrity and values that reflect personal conduct beyond reproach.

Corporate Accountabilities

- Comply with all legislative requirements of the role.
- Personal and professional behavior is consistent with the values outlined in the Model Code of Conduct for Local Councils in NSW and the Uralla Shire Council Workplace Standards of Conduct.
- Adhere to Council plans, policies and (as required) actively document and revise procedures so they remain current and relevant.
- Store and maintain corporate records in Council's electronic document management system in accordance with relevant protocols, procedures, and the State Records Act.
- Actively share information and knowledge on issues, training, and practices to relevant staff.
- Identify and subsequently remove, mitigate against, or minimize exposures to risk.
- Dress appropriately for the role, including wearing an appropriate uniform if required.

Perform as a Team Member

- Productively and cooperatively contribute to the outcomes of work teams.
- Attend and positively contribute to team meetings.
- Take responsibility for and manage own work and contribute to a productive team and work environment.
- Work cooperatively and proactively to achieve the objectives of Services Plans and the priorities identified in the Community Strategic Plan.
- Regularly review and appraise own performance against required levels.
- Undertake an annual performance assessment and contribute to the development of annual work and training plans.

Customer Service Responsibilities

- Comply with Council's Customer Service Charter and Standards.
- Be accessible and provide customers with clear and accurate information.
- Communicate with customers in a professional and courteous manner.
- Maintain a proactive flow of information with customers.
- Manage customer enquiries, complaints and record keeping within required timeframes.
- Maintain a high standard of personal hygiene and grooming.

Work Health and Safety Responsibilities

- Follow safe practices/procedures to perform your duties in a manner so as not to put yourself or others at risk of harm.
- Immediately report any hazards, incidents and accidents to the relevant supervisor and take appropriate action.
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified.
- Participate in the development and review of Risk Assessments.
- Report all incidents and near misses.
- Comply with the return-to-work program.

EEO and Anti-discrimination Responsibilities

- Adhere to all legislation and follow all protocols and procedures.
- Act to prevent workplace harassment or discrimination and report any known incidents.

4. Selection Criteria

Required qualifications and licences

- Current Class C Driver Licence.
- NSW General Construction Induction (White Card)

Essential Criteria

- Demonstrated experience in managing capital works projects, including contract administration and financial control.
- Demonstrated experience in procurement under the Local Government Act or similar legislative frameworks.
- Strong understanding of project governance, risk management and reporting.
- High-level written and verbal communication skills.
- Ability to manage multiple projects concurrently in a regulated environment.
- Strong interpersonal skills, including the ability to interact with customers, suppliers, and the general public.
- Good administrative and organisational skills, including the ability to prioritise tasks.
- Experience with the use of the Microsoft Office suite of products and broad computer literacy.

Desirable Criteria

- Experience delivering projects in local government or a similarly regulated environment

5. Acknowledgment

I have received and read the position description as detailed above.

Name:

Date:

Signature:

Date:

Please note- Position Descriptions are regularly reviewed to make sure they are current and may need to be altered from time to time. Any changes will only occur following consultation with the incumbent and will reflect the organisational requirements at the time.