Position Details

Position title:	**Senior Infrastructure Project Manager**
Award Classification:	Band 8
Department:	Project Delivery
Division:	City Infrastructure
Date Approved:	November 2026
Approved By:	Manager Project Delivery

Organisational Relationships:

Reports To:	Head of Civil Infrastructure Projects
Supervises:	Consultants and Contractors
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

Position Objectives

- Under the direction of the Head Civil Infrastructure Projects, deliver civil engineering, transport and maritime projects within the Project Delivery project portfolio, in accordance with relevant processes and policies. Delivering projects in accordance with Council's EPMO framework.
- Ensure the Project Delivery department delivers high quality capital projects that meet the outcomes agreed with the project sponsors, on time and within agreed budgets.
- Support the Head Civil Infrastructure Projects in responding to day-to-day operational needs of the Civil Infrastructure Projects team.
- Provide sound advice, support and guidance to the Project Delivery department and to project sponsors and stakeholders regarding project management processes as per EPMO framework and Project Delivery processes.
- Provide technical leadership to the Project Delivery – Civil Infrastructure Projects team in the areas of project management, design and construction management.

Key Responsibilities and Duties

- Provide input and support into the planning, management and delivery of projects within allocated time, quality and budget constraints and in line with the EPMO framework and Council's standards, policies, relevant codes and industry practice.
- Provide strategic support, within the Project Delivery department, relating to planning, stakeholder engagement, design, procurement, construction, resource allocation, supervision, surveillance, policing and administration of Council's assets.
- Develop, analyse, author and communicate information that supports evidence-based decision making, the efficient and effective allocation of resources, problem solving and tangible community benefits.
- Ensure accurate reporting on project and program progress, and adherence to financial management and procurement requirements in line with Council's policies and the Local Government Act.
- Oversee community and stakeholder relations in respect of the assigned projects, including facilitating community and stakeholder input to projects and authoring content for Council Reports, Councillor Notes, correspondence, reporting, community engagement and project updates to stakeholders.
- Develop and implement strategies to deliver complex projects within dynamic construction environments, including integrating local government initiatives with larger State Government construction projects.
- Effectively discharge the role of contract superintendent, superintendent's representative and/or contract administrator as required.
- This role is responsible for the managing of consultants to detail and document works for implementation.
- Provide direction, manage and monitor staff/project teams to deliver projects to a high standard, within scope, and in line with the EPMO framework.
- Deputise for the Head Civil Infrastructure Projects, as required.

Accountability and Extent of Authority

- Plan, manage and deliver to the required level of quality, capital projects within allocated time, quality and budget constraints.
- Plan, manage and engage in consultation with internal and external parties in respect to capital related projects, as well as other projects.
- Source, recommend, engage subject to Council's procedures and policies, and manage contractors, consultants and other resources, to undertake capital and other projects within delegated limits.
- Carry out works of Council by performing tasks as directed.

Judgement and Decision Making

- Make decisions that are in the best interests of Council and the community as well as being balanced and fair with respect to consultants and contractors providing services to Council.
- Act as Contract Manager and/or Contract Superintendent representative and/or Contract Administrator as required.
- Advanced ability to make strategic project management decisions within delegated authority to advance the interests of the organisation and community.

Specialist Skills and Knowledge

- Extensive knowledge of project management practices in civil engineering, transport and maritime construction, from concept through to design and construction including tendering, resource allocation, community and stakeholder engagement, procurement, contract management, administration and handover process.
- Extensive ability to utilise project management skills and knowledge together with current best practice techniques to resolve problems.
- Have and maintain an understanding of the long-term goals of the wider organisation, including the organisation's values and aspirations, as well as an understanding of the legal and political context of the environment in which the organisation operates.
- Sound knowledge of budgeting, accounting and financial procedures as they relate to the management of capital works in a local government environment.
- Ability to investigate and prepare responses to correspondence and write complex evidence-based reports.

Management Skills

- Ability to foster a positive team environment and supervise a team of professionals.
- Demonstrated ability to set priorities, within the resources available and within a set time despite conflicting pressures.
- Ability to manage site works, utilise contractors and consultants and complete projects to agreed timelines, within a complex service environment.
- Ability to make strategic decisions to ensure the timely, cost-efficient and quality controlled delivery of projects.
- A thorough understanding of OH&S practices, particularly in relation to the management of projects in design and construction phases.

Interpersonal Skills

- Strong ability to engage, persuade, convince and negotiate with other parties in the pursuit and achievement of Council’s interests.
- Experienced leader with the ability to lead, motivate and develop team members.
- Commitment to working in a team environment.

- Commitment to high levels of customer service, in responding to project sponsors, stakeholders and the community, including the development of initiatives, improving practices and identifying opportunities.
- Excellent written and verbal communication skills.

Qualifications and Experience

- Tertiary qualifications in civil engineering are required for this position.
- Engineer's registration.
- Minimum ten years' experience managing and delivering municipal scale civil construction projects, including demonstrated design, project management and construction supervision experience.
- Formal project management training would be advantageous.
- Extensive experience in the management of consultant lead design of civil engineering, transport and maritime projects.
- Extensive experience in the management of civil engineering, transport and maritime contractors during construction works.

Mandatory Requirements

- Engineer's registration.
- Victorian Driver Licence and VicRoads Licence verification.
- Maintain a valid Victorian Whitecard registration.

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check *(employee type with City of Port Phillip registered as the organisation).*

Key Selection Criteria

- Tertiary qualifications in civil engineering, with a minimum of ten years' relevant work experience in the delivery of civil engineering projects of a municipal scale.
- Demonstrated ability to work productively and efficiently as part of a multidisciplinary team and seek innovative and practical solutions to problems, issues and conflict in an effective, timely and transparent manner.
- Diverse experience in project planning, community and stakeholder consultation, design, procurement, construction, handover and post-implementation review of civil engineering projects.
- Extensive knowledge of project management practices in civil engineering construction, from concept through to planning, stakeholder consultation, design and construction including tendering, resource allocation, contract management, administration, reporting against business plans and associated financial management targets, handover and post-implementation review.
- Demonstrated ability to follow a project management framework contributing to the enhancement of required capital planning requirements.

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.