

Position Description

Position title:	Manager Project Delivery Program
Position number:	New
Group:	Infrastructure and Natural Assets
Reports to position title:	Head of Infrastructure and Natural Assets
Number of direct reports:	☐ Nil ☐ 1 - 3 ☐ 4 - 6 ☒ 7 - 9 ☐ 10 +
Range or classification:	Pay point 31 - 38
Approved:	10 October 2025

About the Group

The Infrastructure and Natural Assets Group has primary responsibility for managing and leading council's infrastructure and natural asset programs, including development of new infrastructure, renewal of existing assets, sustainable waste and stormwater management and safeguarding the city's natural assets.

Duties and Responsibilities

The success of the Manager Project Delivery Program role relies on building strong collaboration with key stakeholders, including procurement, project and asset owners, finance, and managers of labour resources to be used on projects.

Enable the delivery of council's strategic, operational and group priorities:

- Partner with the Head of Group and other Managers to lead the Group in achieving council's strategic goals and community objectives.
- Contribute to, or lead, special projects at the group level, as agreed from time to time.



- Foster open communication and a multi-disciplinary approach to organisational challenges through active participation in and support of the group and the wider Senior Leadership Team and the broader program of work.
- Manage allocated resources, functions, services, and projects to deliver strong outcomes for council and the community, through effective people leadership, prudent financial management and sound project, safety and risk management.
- Provide direction, leadership, and support to ensure the Project Delivery Program team makes a meaningful contribution to achieving council's Strategic Plan, key strategies, and Annual Operating Plans.

Lead the Project Delivery Program to ensure council meets current and future community needs:

- Plan and deliver the annual capital works program in line with the Project Delivery Program Management Framework, ensuring best value, effective resource allocation, and alignment with council objectives.
- Oversee the full lifecycle of all capital projects, acting as default Superintendent, ensuring projects are delivered in line with council objectives, approved budgets, quality standards, procurement, risk and safety requirements, and effective stakeholder engagement, while delegating day-to-day execution to project teams or contractors.
- Oversee the Project Management Office, promoting consistent, efficient, and high-quality project management practices across the organisation, and providing guidance to Heads of Groups on delivery within their teams.
- Lead and develop the Project Delivery Program team, setting clear goals, monitoring workloads and resources, mentoring and coaching staff, recognising achievements, and fostering a positive, collaborative, and professional culture.
- Provide expert project management advice and reporting, including high-quality briefings, presentations, and recommendations for senior management, committees, and stakeholders.
- Consult with and influence key internal and external stakeholders, building strong relationships to guide project decisions, resolve issues, negotiate outcomes, and ensure alignment with council priorities and community expectations.
- Provide expert project management advice, represent council on relevant committees, and prepare high-quality, timely reports and presentations that support decision-making by senior and executive management and other stakeholders.
- Oversee project and contract management administration for designated projects, coordinating with the Procurement team to define technical specifications, manage tender and quotation processes, and, where required, assist with assessments, while seeking contractual or dispute resolution guidance from the Manager Procurement as needed.

- Coordinate project and contract administration functions with procurement, risk and insurance and work health safety officers so standards, risk management and work health and safety are not compromised.
- Support and oversee the development and implementation of stakeholder and community engagement plans where designated projects require this, working with the Community Engagement Officer or external consultants, ensuring clear scope, performance expectations, and effective consultation.

In addition to the above, a worker may also be directed to carry out duties and tasks as are within the limits of the worker's skill, competence and training.

Selection Criteria

1. A degree in project management, construction management, engineering, or equivalent qualifications, combined with extensive knowledge and at least 10 years' proven experience in managing complex programs and capital projects, including project supervision and construction management. **(Essential)**
2. Senior management experience with strong financial, risk management, and strategic planning capabilities, able to translate vision into actionable outcomes.
3. Proven leadership in managing teams, including coaching, developing, motivating staff, and achieving organisational goals and performance outcomes.
4. Excellent interpersonal, negotiation, and presentation skills, with the ability to adapt communication and influence diverse stakeholders.
5. Extensive experience in building and maintaining effective relationships, developing practical solutions, and navigating complex or novel challenges with resilience and initiative.
6. Data-driven and digitally literate, leveraging analytics and technology to inform decisions, facilitate service delivery, and collaborate effectively internally and externally.
7. A current driver's license. **(Essential)**
8. Experience in contract administration, preparation or review of technical documents such as drawings and specifications for tender and construction phases, and prior involvement in tender preparation.
9. Experience in local government, with an understanding of Council's role in delivering services to the community, is highly regarded. **(Desirable)**

Authority and Delegations

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

- Delegations/Powers of entries apply to this position.

Pre-Employment Requirements

Child and Youth Safety

Council is committed to the safety and wellbeing of children and youth while enabling their participation as a valued member of our community.

We have zero tolerance to child or youth abuse or harm. You are obligated to prioritise the safety of children and youth you interact with in the performance of your role and to report conduct of concern. For further information, please refer to our Safeguarding Children and Youth Policy and Code of Conduct available on our website, and the *Registration to Work with Vulnerable People Act (Tas) 2013*.

- A Registration to Work with Vulnerable People (Tas.) is not required.

National Police Check

- A current National Police Check is required for this position to assess the suitability of the preferred candidate. Appointment to the role is subject to the results of the check, and candidates whose history is deemed unsuitable will not be offered employment.