

Position Description

Position title:	Project Manager
Position number:	1178
Group:	Infrastructure and Natural Assets
Reports to position title:	Manager Environment, Recreation and Facilities
Number of direct reports:	<input type="checkbox"/> Nil <input checked="" type="checkbox"/> 1 - 3 <input type="checkbox"/> 4 - 6 <input type="checkbox"/> 7 - 9 <input type="checkbox"/> 10 +
Range or classification:	Pay Point 24 – 30
Approved:	January 2026

About the Group

The Infrastructure and Natural Assets Group is responsible for leading and managing Council's infrastructure and natural asset programs. This includes the development of new infrastructure, renewal of existing assets, sustainable waste and stormwater management, and the protection of the city's natural assets.

Duties and Responsibilities

End-to-end lifecycle management of active and passive recreation projects, including feasibility, design, procurement, construction, reporting, monitoring/control, and close-out.

- Coordinate investigations, design inputs, community consultation and compliance with standards, risk and WHS requirements.
- Prepare and manage tenders, contract administration, and on-site supervision of contractors.

- Oversee project budgets, programs, reporting, quality, cost controls and assist with preparation of forward capital works budgets.
- Monitor performance against scope, time and funding, implementing corrective actions and managing variations with minimal stakeholder disruption.
- Provide leadership and support to project team members, including setting priorities, monitoring workloads and supporting performance.
- Provide professional engineering and asset management advice to internal external stakeholders.
- Maintain up-to-date knowledge of relevant legislation, standards, technologies and industry best practice.
- Support organisational goals through collaboration and continuous improvement.
- Promote practical and sound environmental practices and WHS compliance.

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

Essential

1. Demonstrated experience delivering infrastructure/civil or capital works projects, preferably full lifecycle.
2. Ability to manage projects independently, prioritise workloads and meet budgets and deadlines.
3. Experience in contract administration, preparation or review of technical documents such as reports, drawings and specifications for tender and construction phases, and prior involvement in tender preparation.
4. Experience leading and supporting staff, including performance, training and coaching.
5. Strong written and verbal communication skills, including facilitating meetings and achieving outcomes.
6. Data-driven and digitally literate, leveraging analytics and technology to inform decisions, facilitate service delivery, and collaborate effectively internally and externally.
7. Current driver's licence and white card.

Desirable

8. Degree qualification in project management or equivalent.
9. Stakeholder and community engagement experience.

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.