

POSITION DESCRIPTION

POSITION TITLE:	Project Manager – Civil & Open Space
DIVISION:	Planning, Places and Delivery
DEPARTMENT:	Infrastructure Delivery
SECTION:	Open Space Project Development
CLASSIFICATION:	Band 6

POSITION OBJECTIVES:

The Project Manager – Civil & Open Space role reporting to Coordinator Open Space Project Development will focus on the delivery of a range of Open Space and Landscape Infrastructure projects including playground installations, park assets/furniture installations, lighting installations, shelter installations, footpaths, drainage, landscaping, streetscapes and other works associated with Council's parks and reserves throughout the municipality.

- To coordinate and deliver Council's Infrastructure Delivery projects from initial planning and design, through to construction completion, commissioning and hand over.
- To deliver Council's capital works and infrastructure programs/projects on time, within budget and to a high degree of quality as per the intended outcomes.
- To be organised in all aspects relating to the delivery of capital works and infrastructure programs/projects.
- Appropriately manage risks associated with the delivery of capital works and infrastructure projects, which may adversely impact on Council and the Community.
- Ensure there is a strong focus on positive outcomes for the Community.
- Assist the Infrastructure Delivery team to continuously improve contract and project management best practice and delivery.

KEY RESPONSIBILITIES AND DUTIES:

- Undertake procurement for contractors within Council policies and guidelines.
- Evaluate tenders as a member of internal tender evaluation panels and prepare Council reports, providing a recommendation to award the contract.
- Undertake contract administration including monitoring contractor performance, programs, progress, quality of work, progress claims, contract payments, assessment of contractor claims and variations to ensure compliance with contract requirements and within budgets.
- Arrange induction and site inspections for contractors to ensure the compliance of contractors with safety requirements and Council policies and guidelines, as per approved plans and specifications relevant to the contract.
- Ensure adequate record keeping, including meeting minutes.

- Prepare and maintain project related financial reports including variations for presentation to the Coordinator, Manager, Director and Committee meetings as required.
- Prepare monthly progress reports, including Project Status Reports.
- Review and assess externally submitted Traffic Management Plans, Environment Management Plans, Cultural Heritage Management Plans and other technical reports or plans. Where necessary obtain independent advice for the above.
- Attend meetings with members of the community, developers and consultants to represent Council's position.
- Assist in external funding applications for infrastructure improvement proposals and attend associated meetings.
- Provide technical support and advice to internal and external stakeholders as required, including the evaluation of project outcomes to apply learnings to new projects.
- Investigate and improve the environmental aspects of designs and construction to improve sustainable outcomes on projects.
- Implement comprehensive and targeted marketing and promotions methods in collaboration with the Customer and Strategy directorate to disseminate information and promote community projects.
- Evaluate and report on consultant and contractor performance.
- Carry out project risk assessments, using relevant risk registers as applicable.

Project management and project delivery

- Responsible for delivery of capital works and infrastructure projects and/or programs for Council. This typically involves medium to high-risk projects.
- Ensure compliance with all relevant policies, regulations and laws.
- Appropriate management of risks throughout the project life cycle.
- Effectively participate in relevant multi-disciplinary groups such as technical experts, or project working groups, relevant for the assigned projects and/or programs.
- Responsible to lead, or undertake, procurement process relevant to assigned projects in accordance with all relevant policies, regulations and laws.
- Effective management and administration of contracts in accordance with all relevant policies, regulations, legislative requirements and industry best practice.
- May be requested to provide critical and relevant input into future projects and/or programs to promote successful delivery, such as scheduling and budget setting.

Quality assurance and compliance

- Support the development of systems and process improvements within the department to ensure a high level of service quality is maintained. This includes all aspects of the projects from inception to handover.
- Accurate reporting of projects and/or programs progress and forecasting within the required timeframe.
- Prepare relevant documentation for external and key internal stakeholders (such as Council and Executive Leadership Team) relating to the projects and/or programs, taking special note of the tender and contract documentation to ensure they are of acceptable quality that protect Council's best interests from a risk perspective.
- Participate in internal and external audits process as required.
- Keep up to date with industry best practice relevant to the role.

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Strategic links with internal and external stakeholders

- Understand the strategic and operational links with relevant departments in Council to assist the implementation of Council Plan objectives.
- In collaboration with senior team members, understand and apply appropriate engagement methodologies relevant to stakeholder management to successfully deliver capital works projects and/or programs.
- Able to effectively represent the department in internal or external forums, if required, with some support from Senior members of the team.
- Provide leadership and direction to cross functional project teams.
- Provide relevant reports relating to the projects and/or programs you are delivering where required.

Proficient in all aspects relevant to project delivery

- Understand and apply all aspects that contribute to delivery of projects and/or programs such as (but not limited to) procurement, project brief preparation, contract administration, project delivery methodology and management of project risks.
- Provide relevant support and advice to other members of the team, in aspects relevant to delivery of projects and/or programs.
- Assist in the design and preparation of relevant business plans, policies, manuals and work instruction related documents.
- Assist in development and implementation of strategies and programs to carry out work. Where necessary, develop new techniques and modifications to existing techniques to meet the demands of the Council.

Control of budgets

- Understand and manage the project and/or program budget appropriately.
- Assist with the preparation of budget bids, escalation, or similar, for the assigned projects and/or programs.

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ORGANISATIONAL RELATIONSHIPS:	
Reports to:	Coordinator Open Space Project Development
Supervises:	External Contractors and Consultants
Internal Contacts:	Infrastructure Delivery, City Strategy, City Parks and Open Spaces, Assets (Civil Design, Traffic, Asset Management teams), Governance, Finance, Procurement, Occupational Health & Safety, Administrative Staff, Other Council Staff
External Contacts:	Relevant Authorities, Residents, General Public, Government Departments

ORGANISATIONAL CONTEXT

VISION

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

MISSION

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

OUR VALUES

At Hume City Council, our Values underpin everything that we do.



We're better, every day

We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn.



We're in it together

At Hume, everyone matters. We welcome and include all. Respect and safety are expected.



We show up

We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will.



All for Hume

We strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do.

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WORK HEALTH & SAFETY (WHS)

Employees are required to participate in the WHS process by:

- Following established safe working instructions, procedures and policies.
- Taking reasonable care for their own Work Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
- Actively participating and contributing to inspections, audits, team meetings and training.
- Ensure that relevant WHS legislation is complied with.

MANAGERS, COORDINATORS, TEAM LEADERS AND SUPERVISORS ARE REQUIRED TO PARTICIPATE IN THE WHS PROCESS BY:

- Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.
- Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
- Discuss WHS issues as a part of team meetings.
- Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
- Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
- Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
- Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
- Assist with the implementation of Return to Work Plans.
- Ensure that relevant WHS legislation is complied with.

RISK MANAGEMENT

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

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SERVICE PLANNING & CONTINUOUS IMPROVEMENT

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council's Service Planning Framework.

ASSET MANAGEMENT

Staff are responsible for undertaking Asset Management functions in accordance with Council's Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

ENVIRONMENTAL SUSTAINABILITY

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council's Waste & Sustainable team and Climate Action Integration team lead Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council's *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

HUMAN RIGHTS APPLICATION

As a public authority Council is legislated to act in ways that are compatible with human rights. The Charter of Human Rights and Responsibilities Act 2006 (Vic) provides a framework to guide decision making, to manage risks and to ensure the business of government is carried out in a balanced, transparent, and accountable way. As an employee of a public authority consideration of the human rights of all who Council aims to serve facilitates the improved provision of services, policies and strategies.

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POLICE CHECK: The incumbent must have and maintain a current Police Check	
WORKING WITH CHILDREN CHECK: The incumbent must have and maintain a current Working with Children Check	☐ YES ☒ NO
PRE-EMPLOYMENT MEDICAL CHECK - The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test. May also include cognitive assessment.) - The incumbent must undergo a Pre-Employment Audio Test	☐ YES ☒ NO ☐ YES ☒ NO
PSYCHOMETRIC ASSESSMENT The incumbent must undergo a series of psychometric assessments (Psychometric testing can take various forms, such as numerical, mechanical, logical, verbal, or skills tests) to ensure suitability for the position	☐ YES ☒ NO
OTHER DUTIES Responsibilities and duties included in this position description are subject to the <i>Multi-skilling</i> provisions of the <i>Hume City Council Enterprise Agreement</i> as varied from time to time.	

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- Displaying and promoting Our Hume Values & Guiding Behaviours
- Maintaining knowledge of and working within organisation Policies and Procedures including WHS, EEO and Code of Conduct.
- Preparation and assessment of reports, plans, specifications, estimates and tender documents in accordance with relevant industry standards and codes.
- Effectively coordinate and supervise assigned projects, consultants and contractors as directed.
- Provide specialist advice to clients within the framework of established regulations and policies. While there is some autonomy in decision making, actions that may carry a significant risk for Council will be subject to review by senior staff (i.e. Coordinator, Manager).
- Formal input into process improvement and policy development to align with industry standards and promote best practice outcomes in the delivery of projects.
- The role exercises autonomy in managing project delivery within approved budgets, timelines and standards, with escalation of high-risk or non-standard matters to senior management

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JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- Sound technical judgment and problem solving, drawing on experience when making decisions, ensuring adherence to guidelines, policies, standards, legislative requirements and industry best practise to ensure outcomes align with the best interests of Council.
- May involve improving current methods or developing new techniques generally based on previous experience. Problem solving may involve the application of these techniques to new situations.
- Ability to exercise independent judgement in the evaluation, review and analysis of projects when deciding which methods, procedures and practises are required to achieve specific objectives.
- Guidance and advice are usually available.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Demonstrated technical knowledge in Civil Design, Traffic, Project Management, Estimating, Specifications, Tenders, Contract administration, Construction supervision and Asset Management.
- Demonstrated ability in the application of engineering principles in the context of achieving objectives and using software packages such as Computer Aided Design, GIS, asset management software, Microsoft Project and Microsoft Office (particularly Word and Excel).
- Understanding the long-term goals and relevant policies of both the functional unit and the whole organisation.
- Ability to manage infrastructure projects to achieve successful outcomes. Demonstrated knowledge and experience in the application of techniques to successfully manage project budgets.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Ability to appropriately manage time, set priorities, and organise one's own work, to achieve desired outcomes.
- Demonstrated experience in the creation of effective project scheduling to deliver successful outcomes.
- Ability to supervise work experience students, contractors and consultants, ensuring implementation of EEO, OHS, training and development.
- Ensure efficient use of resources to achieve project outcomes within agreed constraints

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INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Highly developed oral and written communication skills.
- Demonstrated ability to competently liaise with and gain cooperation from internal and external stakeholders relevant to the successful delivery of projects. This may include customers from diverse cultures and backgrounds.
- Ability to gain co-operation and assistance from clients, members of the public and other employees in the infrastructure projects delivery context, with minimal supervision from more senior employees.
- Ability to liaise with counterparts in other organisations and within Council to discuss specialist matters to resolve intra-organisation problems.
- Ability to work effectively both as a team member and individually.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Tertiary Qualification/Degree in Civil Engineering, Landscape Architecture, Horticulture, Project/Construction Management or equivalent with some relevant experience or lesser formal qualifications with substantial technical knowledge and experience delivering civil infrastructure projects.
- Demonstrated technical knowledge in Civil Design, Landscape Architecture, Horticulture, Project Management, estimating, specifications, tenders, contract administration, construction supervision and asset management.
- Substantial experience in the successful delivery of civil and/or open space/landscape infrastructure projects including managing several complex projects simultaneously.
- Demonstrated understanding in the development and implementation of Quality Management processes into business organisations.
- Demonstrated time management skills including setting priorities, planning and meeting timelines.
- Demonstrated experience in effective problem-solving, stakeholder management and communication skills (verbal and written).
- Knowledge of engineering design, traffic management, construction supervision and asset management systems would be advantageous.
- Advanced knowledge in the Microsoft suite of applications, noting, prior experience in Council systems would be advantageous.
- Current Driver's Licence.

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TASK ANALYSIS

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights – above 10kgs	☐	☐	☐	☒
– below 10kgs	☐	☐	☒	☐
Manual handling frequency	☐	☐	☒	☐
Repetitive manual work	☐	☐	☐	☒
Repetitive bending/twisting	☐	☐	☐	☒
Repetitive kneeling/squatting	☐	☐	☐	☒
Working with arms above head	☐	☐	☐	☒
Lifting above shoulder height	☐	☐	☐	☒
Using hand tools – vibration/powerful	☐	☐	☐	☒
Operating precision machinery	☐	☐	☐	☒
Close inspection work	☐	☐	☒	☐
Wearing hearing protection	☐	☐	☒	☐
Wearing eye protection	☐	☐	☒	☐
Wearing safety shoes/boots (steel cap) / gum boots	☐	☒	☐	☐
Wearing other relevant PPE	☐	☒	☐	☐
Working in dusty conditions	☐	☒	☐	☐
Working in wet/slippery conditions	☐	☐	☒	☐
Working with chemicals/solvents/detergents	☐	☐	☒	☐
Washing hands with soap (hygiene)	☐	☐	☒	☐
Working at heights	☐	☐	☒	☐
Working in confined spaces	☐	☐	☐	☒
Working in chillers (+4 degrees C)	☐	☐	☐	☒
Performing clerical duties	☒	☐	☐	☐
Working on a keyboard	☒	☐	☐	☐
Driving cars and/or trucks	☒	☐	☐	☐
Other (please specify)	☐	☐	☐	☒

VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

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SELECTION CRITERIA:

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. Tertiary Qualification/Degree in Civil Engineering, Landscape Architecture, Horticulture, Project/Construction Management or equivalent with some relevant experience or lesser formal qualifications with substantial technical knowledge and experience delivering civil infrastructure projects.
2. Demonstrated technical knowledge in Civil Design, Landscape Architecture, Horticulture, Project Management, estimating, specifications, tenders, contract administration, construction supervision and asset management.
3. Substantial experience in the successful delivery of civil and/or open space/landscape infrastructure projects including managing several complex projects simultaneously.
4. Demonstrated success in project management, procurement, contract administration and construction supervision/management.
5. Demonstrated time management skills including setting priorities, planning and meeting timelines.
6. Demonstrated experience in effective problem-solving, stakeholder management and communication skills (verbal and written).

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