



Project Manager - Community

Section: Capital Works

Salary point: 16

Position number: PSC276, PSC1296, PSC1356

Last updated: August 2026

Position objectives

To project manage Council's Community Capital Works projects from the initiation stage through planning, design, estimating, executing and completion ensuring that safety, environmental and quality management requirements are met. The position manages consultants and contractors performing work on behalf of Council.

PSC values



Respect: Creating a unique, open and trusting environment

Integrity: Being honest and taking responsibility for our actions

Teamwork: Working together as one Council to support each other

Excellence: Improving the way we work, to meet future challenges

Safety: Providing a safety focused workplace culture

Key responsibilities

- Project management of major projects in accordance with planning legislation, accepted industry standards, specifications and other client and customer requirements
- Feasibility and Concept development of major projects with clients and their external customers and stakeholders to a variety of site, planning and financial constraints
- Contribute to the development of the organisation's business management system
- Effective management of Enterprise Risk
- Continuous improvement using Business Excellence Principles
- Investigation and implementation of improved service delivery processes including group facilitation, consultation, and adaptation of technology and training using Business Excellence Principles

Key accountabilities

The role has substantial operational autonomy and delegations and is expected to vary strategies and practices to meet changing client needs and can introduce limited or short-term changes without approval.

Extent of authority

This role is governed by clear objectives and budgets and is authorised to control resources engaged in the delivery of major construction projects, using the most effective available techniques consistent with Councils' Enterprise Agreement, Policies and Procedures, the Local Government Act and other relevant legislation.

Judgement and decision making

Work assignments regularly require the modification or adaptation of established systems or operating plans or the relating of precedent to new situations. May be required to develop/modify systems, develop/modify broadly based operational policies, plan and organise large and complex operational programs or to interpret legislation.

The position is required to manage projects/tasks which may require considerable interpretation, understanding, detail analysis and the development of solutions to problems.

The position is required to use discretion. Individuals are responsible for handling the complete civil works application process including critical analysis of information.

Skills, knowledge and capacity

Organisational

- Demonstrated commitment to a customer service culture and delivery of quality service
- Understanding of the Australian Business Excellence philosophy
- Conduct that demonstrates to others Council's commitment to Respect, Integrity, Teamwork, Excellence and Safety
- Commitment to be aware of and comply with Council's policies, procedures and management directives and with the Model Code of Conduct for Local Councils in New South Wales

Interpersonal

- Proven ability to respond positively to customers
- Demonstrated communication ability to lead and motivate others to cooperate including contract negotiations
- Demonstrated commitment to lifelong learning

Qualifications and experience

- Tertiary qualification in engineering, project management, construction management, architecture or related discipline and/or significant industry experience

- Demonstrated knowledge and experience of project management software including Microsoft Project, Revit, AutoCAD and Adobe Photoshop
- Extensive experience in the project and contractor management of major projects
- Experience in the application of the relevant legislation, design standards and construction practices
- Extensive experience in the management of consultants and contractors, including the ability and readiness to implement effective negotiation and conflict resolution strategies
- Proven employee leadership and communication skills
- Demonstrated professional written communication skills including sound word processing abilities allowing the preparation of business cases, reports, directives, tender bids and project quality plans
- Demonstrated achievement of continuous improvement using flowcharting and Planning, Do, Study & Act tools
- Possess or have the ability to promptly obtain accreditations and other skills as required by best industry practice or legislation to discharge the role such as current Driver's licence and Workcover General Construction Induction accreditations

Capability Framework level: Adept

Personal attributes	Relationships	Results	Resources
• Manage self • Displays resilience and adaptability • Act with integrity • Demonstrate accountability	• Communicate and engage • Community and customer focus • Work collaboratively • Influence and negotiate	• Plan and prioritise • Think and solve problems • Create and innovate • Deliver results	• Finance • Assets and tools • Technology and information • Procurement and contracts

Position description approval

Employee Date