

<b>Position:</b>	<b>Coordinator Project Management</b>
<b>Agreement:</b>	Surf Coast Shire Council Enterprise Agreement 2025 – 2028
<b>Award Classification:</b>	Band 8
<b>Division:</b>	Strategy and Effectiveness
<b>Department:</b>	Program Delivery
<b>Date Reviewed:</b>	January 2026
<b>Approved By:</b>	General Manager Strategy and Effectiveness
<b>Current Incumbent:</b>	<b>VACANT</b>

Surf Coast Shire Council Acknowledges the Wadawurrung People, and the Gulidjan and Gadubanud Peoples of the Eastern Maar nation as the Traditional Owners of the land we now call Surf Coast Shire. We pay our respects to their Elders past and present, and all other Aboriginal and Torres Strait Islander People who are part of our Surf Coast Shire community.

### **Our purpose, direction and approach were developed collaboratively by our people for our people.**

As an employee of the Surf Coast Shire Council you are committing to work towards our purpose within our team by following our direction and living our approach.

#### **Purpose, Direction and Approach**

Council is committed to helping our community and environment to thrive. In order to do this we understand that we will be an innovative and flexible leader that values the strengths of others enabling our workplace to be a place where people can do their best and be proud of their achievements.

Our Approach guides us in the way that we work:

#### **We Do What We Say**

- We set clear expectations
- We are accountable for our actions
- We get things done

#### **We Work Together**

- We value strengths and differences
- We seek to work with others
- We help people to succeed

#### **We See Opportunity**

- We look for better ways
- We are open minded
- We learn from our experiences

#### **We Make a Difference**

- We proudly represent Surf Coast Shire Council
- We act with the future in mind
- We go the extra mile

#### **OUR APPROACH**

*We do what we say We work together We see opportunity We make a difference*

[surfcoast.vic.gov.au](http://surfcoast.vic.gov.au)

### **Introduction of the work of the team**

The Program Management Office (PMO) provides project management resources on a cost-recovery basis to support the delivery of Council projects. The PMO is responsible for delivering a diverse program of capital and operational projects, both large and small, in accordance with Council's Project Delivery Framework. This framework embeds Council's commitment to effective community engagement and communication. The PMO is focused on delivering high-quality projects that achieve agreed outcomes within approved timeframes and budgets.

### **POSITION OBJECTIVES**

#### **Coordination of Project Management:**

Provide leadership, governance and continuous improvement of project management practice across Surf Coast Shire Council. The role is responsible for building organisational capability, leading a team within the PMO, supporting consistent application of Council's Project Delivery Framework and Project Management System, and ensuring effective oversight of project delivery to minimise risk and maximise successful outcomes.

#### **Senior Project Management:**

Deliver allocated capital and operational projects in accordance with approved scope, time, budget and quality requirements, while providing leadership to project teams and ensuring compliance with Council's Project Delivery Framework, governance arrangements and stakeholder obligations.

### **ORGANISATIONAL RELATIONSHIPS**

Reports to: Manager Program Delivery

Supervises: Direct: manages a team of Senior Project Managers, Project Managers and a Project Support Officer within the PMO.

Internal Relationships: All employees and Councillors

External Relationships: Residents, Customers, Visitors, Contractors, Suppliers, Various Businesses in the Surf Coast Shire and Government Departments.

### **KEY RESPONSIBILITIES**

- Lead and manage the project management team, including direct supervision of Project Managers and Project Support Officers within the Program Delivery Department and provide functional leadership and guidance to Project Managers across the organisation.
- Build and sustain a high-performing, engaged and values-driven team culture and support the development of team members.
- Provide subject matter advice on project governance, risk, reporting and delivery standards and lead continuous improvement of project management frameworks, systems and practices.
- Manage the end-to-end delivery of assigned projects, including scope, program, budget, risk, procurement, resources and stakeholder and community engagement, to ensure agreed project outcomes are achieved.
- Monitor program performance, resolve issues and implement corrective actions as required. Lead the completion of project evaluations and closure reporting, capturing project benefits realised and lessons learnt.
- Develop and maintain a resource plan for the project management team and coordinate all internal and external resources assigned to the program of projects.
- Contribute to the development of the annual Department budget, manage revenue and expenditure in line with agreed budgets and performance targets, and support corporate planning and reporting requirements.
- Monitor customer requests in Council's Customer Request Management System (CRM) and support department staff to complete within agreed timeframes.

---

### **OUR APPROACH**

We do what we say We work together We see opportunity We make a difference

[surfcoast.vic.gov.au](http://surfcoast.vic.gov.au)

- Contribute to the achievement of departmental leadership and planning and organisational performance as a member of the Department Leadership Group.
- This role will require occasional work outside regular office hours including weekday evenings and weekends to support the delivery of projects.

## **ACCOUNTABILITY & EXTENT OF AUTHORITY**

### **Coordination of Project Management**

- Accountable for the day-to-day leadership and performance of the project management function.
- Authority to manage resources, workloads and priorities within approved budgets and plans.
- Provide professional advice on project management governance, risk and delivery to internal and external stakeholders.
- Contribute to departmental and organisational planning, reporting and improvement initiatives.
- Manage engagement of external consultants as required.
- Operate with autonomy within established policies, budgets and strategic objectives.
- Undertake direct engagement with members of the public and other key stakeholders.

### **Senior Project Management**

- Accountable for delivery of assigned projects in line with approved scope, time, budget and quality.
- Authority to manage project resources, consultants and contractors within delegated limits.
- Responsible for accurate project records, reporting and compliance.
- Expenditure of funds in accordance with delegated financial authority and procurement policies.
- Secure approvals from Project Sponsors at key decision points.
- Ensure key project internal and external stakeholders are engaged throughout the project.

## **JUDGEMENT AND DECISION MAKING**

- Exercise sound professional judgement in complex and ambiguous situations.
- Identify organisational risks, capability gaps and improvement opportunities.
- Influence and negotiate with a wide range of stakeholders to achieve outcomes.
- Make decisions that balance service delivery, governance, risk and community impact.
- Operate independently while escalating matters appropriately.
- Apply professional judgement to manage risks, issues and competing priorities.

## **SPECIALIST SKILLS AND KNOWLEDGE**

- Demonstrated expertise in project management methodologies and frameworks.
- Strong capability in planning, scheduling, budgeting, risk management and reporting.
- Experience delivering capital and/or operational projects in complex environments.

---

## **OUR APPROACH**

- Sound understanding of governance, procurement, contract management and compliance.
- Knowledge of relevant legislation, standards and workplace health and safety requirements.
- Proficiency in project management and office software systems.
- Strong analytical, problem-solving and evaluation skills.
- An understanding of the long-term goals of the wider organisation and of its values and aspirations and of the legal and socio-economic and political context in which it operates.

## **MANAGEMENT SKILLS**

- Ability to plan, prioritise and manage multiple work programs concurrently.
- Strong resource and workload management capability.
- Ability to lead change, improve systems and embed consistent practices.
- Effective decision-making within time, budget and governance constraints.
- Ability to work autonomously and under pressure to meet deadlines.
- Well-developed conceptual and analytical skills.
- Ability to communicate to project stakeholders to achieve project timeframes and budgets.

## **INTERPERSONAL SKILLS**

- Highly developed written and verbal communication skills.
- Ability to build strong relationships with internal and external stakeholders.
- Strong negotiation and influencing skills to achieve mutually beneficial outcomes.
- Ability to lead, motivate, mentor and develop staff.
- Ability to manage conflict constructively and foster collaboration.
- Flexible and professional approach when managing competing demands.

## **KEY SELECTION CRITERIA**

### **Qualifications and Experience**

- Tertiary qualification in project management, engineering, construction management, or a related discipline, and/or equivalent extensive and diverse experience in project management.
- Demonstrated experience leading and coordinating a project management function or team, including supervision, coaching and capability development.
- Demonstrated success in delivering complex capital and/or operational projects within agreed scope, time, budget and quality parameters.
- Strong experience applying structured project management frameworks, governance arrangements and reporting systems in a complex organisational environment.
- Demonstrated capability in managing project budgets, financial reporting, procurement and contract administration in accordance with organisational policies.

---

## **OUR APPROACH**

- Proven ability to provide professional advice, exercise sound judgement and make well-reasoned recommendations in complex and ambiguous situations.
- Highly developed written and verbal communication skills, including the ability to engage, influence and negotiate effectively with a wide range of internal and external stakeholders.
- Demonstrated ability to lead, motivate and develop staff, and to foster a high-performing, collaborative and values-driven team culture.
- Experience in Local Government or a similarly regulated public-sector environment would be highly regarded.

### **Other requirements**

- Current Victorian driver's licence.
- You have the Right to live and work in Australia.
- A current Working with Children Check (WWCC). All positions within Council are required to have a current WWCC. All prospective employees cannot commence work with Council until they have a valid WWCC.
- Police Check results that are suitable for this position. All prospective employees will be required to undertake a national and/or international criminal history check before commencing employment with Council. This check will be conducted and paid for by Council.

## ORGANISATIONAL RESPONSIBILITIES

<b>Child Safe Standards</b>	Surf Coast Shire Council is committed to being a Child Safe Organisation where children and young people are protected, respected, and encouraged to reach their full potential. The Victorian Child Safe Standards are embedded across the organisation, our policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. Staff are expected to have and maintain a commitment to child safety, equity, inclusion and cultural safety.
<b>Equal Opportunity</b>	Surf Coast Shire Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, gender, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.
<b>Fraud and Corruption</b>	To ensure Council's Fraud & Corruption policy and program are consistently observed and complied with, it is essential to apply sound fraud and corruption management practices within the workplace and community. Maintaining awareness through relevant training is crucial for all staff to meet their obligations and responsibilities related to fraud and corruption. Participation in the organisation's Fraud & Corruption training is a requirement to uphold these standards.
<b>Record Keeping</b>	Staff are required by legislation and internal policies to create full and accurate records that document official business activities of council.
<b>Right to disconnect</b>	In accordance with the new Australian right to disconnect legislation, this role acknowledges the importance of work-life balance and the employee's right to disconnect from work outside of regular working hours. However, and in addition to any obligations listed above, there may be occasional requirements to be available to take calls after hours or on weekends to address urgent matters or critical issues that arise.
<b>Risk Management and Workplace Health &amp; Safety</b>	Ensure that work practices are conducted in line with Council's Workplace Health and Safety and Risk management policies, practices and relevant legislation. Observe safe work processes in accordance with training and instruction reporting any risks, hazards and incidents in a timely manner using the correct channels of communication.
<b>Business Continuity and Emergency Management</b>	All roles support business continuity and emergency management through participation in planning, training, and response activities relevant to their function.

To apply for this role please use the links on the 'Employment Opportunities' page of our website. To be considered for this opportunity candidates must address the Key Selection Criteria and follow the instructions listed in the Employment Application Guide.

---

## OUR APPROACH

We do what we say We work together We see opportunity We make a difference

[surfcoast.vic.gov.au](http://surfcoast.vic.gov.au)