

<b>Job title:</b> Project Management Specialist	
<b>Classification:</b> Band 7	<b>Effective Date:</b> May 2026
<b>Reports to:</b> Coordinator Capital Program and Asset Management	<b>Tenure:</b> Permanent

### About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



### CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

#### Collaboration

We work flexibly together to achieve outcomes and solve problems.

#### Respect

We actively listen, value diversity and care.

#### Excellence

We adapt, respond, learn and grow.

#### Accountability

We take responsibility and follow through on our promises.

#### Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.



# WHITEHORSE CITY COUNCIL

## Position description

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

## Goal Statement

The position is responsible for uplift in project management maturity and capability across the organisation. This includes:

- Implement and lead the ongoing improvement and utilisation of the Project Management Framework (PMF) and other project management tools.
- Administer and drive the use of an integrated centralised Project Management System and supporting processes.

## Key Responsibilities

### *Position Specific Responsibilities*

- Manage the organisation wide endorsed PMF and associated processes for use/application across the organisation.
- Refine and implement the PMF and other project management tools, reference materials, templates, training collateral, reporting systems and processes.
- Provide expert guidance and input to the development of policies, standards and processes to monitor and report on the planning, delivery, governance of projects and programs.
- Implement, manage and administer the use of an integrated centralised Project Management System and supporting processes.
- Lead the creation and management of dashboards and reports that provide key data and insights that enable program performance oversight and decision making, as required by Executive, Senior Leadership, Capital Program and Asset Management and Project Managers.
- Lead communication, training and change management activities to embed the PMF and project management systems.
- Establish and Coordinate any Project Management Community of Practise or similar to ensure promotion of organisational and industry best practise, lessons learned, updates and trends as deemed required by Council.
- Ensure internal customers are provided with quality service and timely support.
- Use insights and trends to identify areas of project management that require improvement.
- Work collaboratively with the Capital Program and Asset Management team on program and project monitoring and reporting on to key stakeholders including the Executive Leadership Team, Council and the Audit and Risk Committee as required.
- Demonstrate a high performing, collaborative, transparent and inclusive culture.
- Gather information to better understand issues, problems, and opportunities to improve organisational project management capability.

- Establish and embed standardised project management processes that are scalable according to project size and complexity.
- Foster the use of data in decision making within project and program management.
- Work with stakeholders from across the organisation to identify opportunities and initiate action on uptake and improvement of the PMF associated processes.
- Influence others to gain their commitment to the project management framework and associated processes.
- Ensure uplift in project management and project delivery to achieve the target outcomes.
- Support the Capital Program and Asset Management Team with the capital works planning, budgeting, program administration, including relevant reporting and deputise for the Capital Works Program staff during periods of leave.
- Deputise for the Coordinator Capital Program and Asset Management as required.

#### *Corporate Responsibilities*

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

### **Accountability and Extent of Authority**

**Budget:** Nil – This role does not have formal accountability for a budget but does manage the administration of the Project Management Framework (PMF) and associated systems.

This position ensures projects are managed appropriately through the Council's PMF. The actions of this role will have significant effects on how projects are administered at all levels of the wider organisation.

**Staff responsibility:** Nil – No formal Direct Reports, but this role may be required to buddy and mentor other staff members in the administration of the Project Management Framework and Project Management Systems.

## Judgement and Decision Making

- Make decisions based on an understanding and knowledge of Councils goals and objectives.
- Assess requests for support and carry out appropriate actions to complete tasks efficiently and to the required standard where guidance information within the organisation might not be available.
- Investigate and solve problems including selecting most appropriate response and know when to transfer responsibility.
- Accountable for the quality, quantity and timeliness of their own work.
- The position is accountable for managing the effective and efficient administration of the Project Management Framework and Project Management Systems.
- The Project Management Specialist fully briefs the Coordinator Capital Program and Asset Management on issues that have the potential to impact on operational matters within the incumbent's sphere of expertise. The incumbent will make recommendations on options to resolve identified issues. A high degree of autonomy to assess, capture, analyse data, recommend and report on issues resolution is expected.

## Specialist Knowledge and Skills

Certificates/Licences and Experience:

- Understanding and experience in the application of a project management framework, methodology or system.
- Experience in administering an organisational process or system with the ability to translate a process into an efficient and easy to follow digital workflow.
- Experience in collaboratively implementing new systems and processes within an organisation.
- Familiarity with project management approaches, tools and phases of the project lifecycle.
- Considerable program and project management experience in a capital, ICT and/or business environments.
- Knowledge of managing databases, analytics and dashboarding tools.
- Knowledge and familiarity of principles and practices of budgeting and accounting/financial procedures.
- Working with Children Check.

## Technology

- High level of digital and technology literacy and experience with ability to
- Must have experience with project management tools such as Oracle Projects.
- Experience with Power Apps or Power Automate and SharePoint.
- Must have the ability to adapt quickly to and embrace new technology.
- Must be proficient in using process mapping tools such as Promapp and Visio.

## Qualifications and Experience

- Tertiary qualification in Finance, Project Management, Engineering or other relevant field with several years' relevant experience, or lesser formal qualifications with extensive experience
- Certification or strong working knowledge and application of Project Management methodologies.
- Experience in local government or public sector desirable.
- Knowledge/experience in financial monitoring and the capacity to undertake financial analysis in an accurate and reliable manner.

## Interpersonal Skills

- Excellent written, verbal communication and presentation skills.
- Possesses strong communication skills and a commitment to training users for seamless system utilisation and enhanced project outcomes.
- Gain the trust of others in a collaborative way when initiating change by being honest, openly exchanging ideas, and sharing rationale for change.
- Ability to gain cooperation and assistance from contractors, consultants, and Council staff, including excellent conflict resolution skills.
- Ability to handle varying workloads while operating effectively.
- Ability to work independently and within a team environment.
- The ability to collaboratively solve problems with proactive management of risks and issues with various Project and Process Managers across the organisation
- Anticipates, identifies and addresses risks and issues with practical solutions.
- Demonstrated ability to effectively prioritise daily tasks, ensuring streamlined project workflows and optimal utilisation of resources.

### Key Relationships:

- The incumbent liaises with staff at all levels within the organisation including the Executive Leadership Team, Department Managers, Project Managers, Organisation Technology and any other employee involved in the entire project lifecycle.
- Provide advisory and hands-on support across the organisation, assisting teams to plan and deliver initiatives of varying scale and complexity.
- The position is required to maintain a professional relationship with Government departments and agencies, MAV, other Municipalities, service providers, staff associations, suppliers.
- Where required liaise and communicate with external stakeholders, including with various systems vendors.

### Management Skills

- A relationship builder who strives to develop and maintain positive relationships within a political environment.
- A strong conceptual and strategic thinker with excellent problem solving and decision-making abilities.
- A demonstrated ability to consider multiple perspectives and consider complex information within a multifaceted and complex changing environment.
- Ability to make professional judgements and decisions critical to the delivery of targeted outcomes.

### Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.
- A valid Victorian driver's licence.
- The position may be required to attend out of hours meeting.
- System changes take place after hours on an ad hoc basis, therefore the successful candidate will on occasion be expected to work outside business hours.
- The position may be required to work from different locations within the municipality.
- Short listed candidates may be required to attend a pre-employment medical examination and/or undertake psychometric testing.

## Key Selection Criteria

1. In-depth understanding and demonstrated experience in the application and administration of a project management framework, methodology and system.
2. Demonstrated success lifting project management capability through training, guidance and mentoring.
3. The ability to collaborate, build and maintain effective relationships including demonstrated experience and skills in liaison, negotiation and problem solving with staff at all levels.
4. Demonstrated experience administering organisational processes and systems, with the ability to translate business processes into efficient, user-friendly workflows.
5. Excellent communication and stakeholder engagement skills, with the ability to collaborate effectively across teams and communicate complex technical and non-technical information clearly to a broad range of audiences.

## Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Kneeling/Squatting</b> Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	Office based duties	Sometimes	
<b>Hand/Arm Movement</b> Tasks involve use of hand/arms	Computer based role	Often	
<b>Bending/Twisting</b> Tasks involve forward or backward bending or twisting at the waist.	Office based duties	Sometimes	
<b>Standing</b> Tasks involve standing in an upright position	Office based duties	Sometimes	Regular breaks walks and stretches encouraged
<b>Reaching</b> Tasks involve reaching above head, and above and equal to shoulder height	Office based duties	Sometimes	
<b>Walking</b> Tasks involve walking on slopes and walking whilst pushing/pulling objects	Office based duties	Sometimes	Regular breaks walks and stretches encouraged
<b>Lifting/Carrying</b> Tasks involve raising, lowering and moving objects from one level position to another	Office based duties	Sometimes	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Pushing/Pulling</b> Tasks involve pushing/pulling away, from and towards the body	Office based duties	Sometimes	
<b>Keyboard Duties</b> Tasks involve sitting at workstation and using computer.	Computer based role	Often	
<b>Satisfactory Vision</b> Standard of vision required equal to that required for driver's licence	Office based duties	Sometimes	Regular breaks walks and stretches encouraged

**Any other relevant comments:**