



WHITEHORSE CITY COUNCIL

Position description

Job title: Team Leader Civil Projects	
Classification: Band 8	Effective Date: January 2026
Reports to: Coordinator Project Delivery	
Tenure: Permanent	
People Leader to:	<ul style="list-style-type: none">• Projects Engineers• Technical Officers

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 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.



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Goal Statement

Whitehorse City Council has a broad asset portfolio and an ambitious Capital Works Program that delivers on Council Plans and Strategies and is underpinned by our Asset Management Strategy. Our projects are delivered through an effective Project Management Framework with support of a project management system.

To support this, the Team Leader Civil Projects will provide strategic and technical leadership of a multi-disciplinary team tasked with providing high quality civil engineering and construction services to Council.

The Team Leader Civil Projects will see that the team pursues collaboration with other departments, values stakeholder and community consultation. With a focus on collaboration, the Team Leader will contribute to organisational performance, service delivery, and strategic outcomes, ensuring the Civil Projects team are resourced and supported to meet customer service standards and achieve key objectives.

Key Responsibilities

Position Specific Responsibilities

- Lead the Civil Projects team in the design, construction and project management of nominated Capital Works Projects
- Ensure the projects are delivered through the adopted Project Management Framework and Project Management System
- Monitor performance, manage risks, and drive program efficiency across multiple complex projects
- Collaborate internally and with approval agencies, engage with stakeholders and consult with the community to deliver projects that deliver the desired service and community outcomes
- Provide specialist technical advice to management and Council on engineering and civil projects
- Assist in coordination and integration of the Departments Capital Works across Council.

Corporate Responsibilities

- Ensure adherence to all Corporate Policies, Procedures and the Organisational Goals and Values Principles in the current Whitehorse City Council Collective Agreement by all staff under supervision.
- Ensure the organisation is aware of and compliant with relevant statutes and legislation.
- Identify and develop changes to policy and procedure in areas of responsibility.
- Ensure that risk management principles are adopted in all decision-making processes within the team.



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- Undertake identification, reporting and resolution of risk management activities (including that staff are appropriately trained) and ensure that all relevant operating procedures provide for a safe working environment.
- Apply sound financial management techniques to team budget processes.
- Provide equitable and sound supervision of staff, (including ensuring appropriate training, development and motivation) to ensure that team KRA's are met and contribute to the strategic objectives of the team.
- Ensure appropriate care and use of assets and equipment.

Accountability and Extent of Authority

Budget: Develop, manage and monitor the budget and oversee the various projects in the capital works budget being managed by the Civil Project team on a project basis.

Staff responsibility: Project Engineers and Technical Officers

This role will have broad goals associated with the Civil work program that will set budgets and policy on associated works.

Judgement and Decision Making

- The position will be dealing with complex issues requiring political astuteness and excellent decision-making skills. It is often necessary to think laterally and be flexible in finding solutions to an assortment of different problems.
- This role will develop policy relating to strategic and technical leadership of a multi-disciplinary team tasked with providing high quality civil engineering and construction services to Council.

Specialist Knowledge and Skills

The Team Leader Civil Projects will have:

- Extensive experience and knowledge in a broad range of engineering activities and projects
- Excellent project management and skills and a strong understanding of asset management principles
- A proficiency in the application of relevant legislation, regulations, standards and policies
- An understanding of the long-term goals of the organisation and of its values and aspirations and of the legal and socio-economic and political context in which it operates
- Excellent analytical and problem-solving skills
- A sound knowledge of budgeting and relevant accounting and financial procedures



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Qualifications and Experience

Tertiary qualification in Civil Engineering together with current professional registration under the *Professional Engineers Registration Act 201*

Extensive and Diverse experience in the project management of municipal civil projects and contract and contractor management.

Interpersonal Skills

The Team Leader Civil Projects will have:

- Excellent written and verbal communication skills.
- Demonstrated skills in discussing and resolving specialist problems with other levels of government involving large infrastructure projects. The ability to negotiate and convince clients and stakeholders will be a pre-requisite.
- Well-developed oral presentation skills.

Key Relationships

The position will liaise with residents, industry bodies, government agencies and a variety of staff, management and Councillors throughout the organisation. The position will also work with many departments within the organisation to deliver the capital works program.

Management Skills

The Team Leader Civil Projects will have:

- Ability to manage own time to complete assigned tasks in accordance with agreed timelines
- Ability to lead, motivate and develop staff to maintain a highly effective and efficient team
- Ability to implement personnel policies and practices including awards, E.E.O. and OH&S policies.

Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.
- A valid Victorian driver's licence.

Key Selection Criteria

1. Tertiary qualification in Civil Engineering together with current professional registration under the *Professional Engineers Registration Act 2019*.
2. Extensive demonstrated experience in delivering complex infrastructure projects within a public sector, consulting, or construction environment, including the successful supervision of multidisciplinary project teams.



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3. Proven ability to lead, mentor, and develop professional project delivery staff, fostering a high-performance, accountable, and collaborative culture.
4. Strong knowledge of financial management, cost control, risk management, contract administration, and WHS compliance within a capital works environment.
5. Demonstrated capability in operational leadership, including project prioritisation, milestone management, budget control, and program-level oversight.
6. High-level proficiency in project management systems (e.g., Oracle Projects, or similar platforms) and the ability to apply system insights to support operational planning and reporting.
7. Excellent interpersonal, negotiation, and written communication skills, with the ability to effectively represent Council in stakeholder engagements, contractor and contract negotiations.
8. Demonstrated understanding of long-term asset planning principles and the ability to contribute to infrastructure investment planning, feasibility studies, and business case development.
9. Well-developed negotiation, facilitation and influencing skills and knowledge of best practice contracting and tendering practices.
10. Current Victorian Driver's Licence, Construction Induction (White) Card, and Working with Children Check are mandatory

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting. Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.		Sometimes	
Hand/Arm Movement Tasks involve use of hand/arms	Keyboard, writing, carrying office supplies	Often	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.		Never/rarely	
Standing Tasks involve standing in an upright position	May work at sit/stand desk,	Sometimes/often	



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	make presentations		
Reaching Tasks involve reaching above head, and above and equal to shoulder height		Rarely	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects		Sometimes/often	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	Office equipment. Not heavy	Sometimes	
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body		Rarely	
Keyboard Duties Tasks involve sitting at workstation and using computer.	A large portion of the work will involve using a computer sitting at a work station.	Often	
Satisfactory Vision Standard of vision required equal to that required for driver's licence		Often	

Any other relevant comments: