

Job Specification: Senior Project Manager

THE OPPORTUNITY

Meander Valley Council is seeking an experienced Project Manager to join our Infrastructure Services Department and become a key member of the Project Delivery Team. Reporting to the Team Leader - Project Delivery, this role is responsible for the planning and delivery of Council's strategic infrastructure and capital works projects. You will manage a diverse portfolio of projects from concept through to completion, working closely with internal stakeholders, consultants and contractors to achieve quality, cost and time outcomes.

This position suits a civil engineering or infrastructure professional who enjoys managing complex projects, working collaboratively within a high-performing team and contributing to strong project governance and delivery practices.

As a senior member of the Project Delivery Team, you will also provide technical guidance and operational support across the team and act in the Team Leader position during periods of leave.

WHAT YOU NEED TO SUCCEED

The successful candidate will be a strategic thinker, excellent communicator, and capable of driving projects from conception to completion. You will have a relevant qualification with demonstrated experience relevant to the position.

The successful candidate will bring:

- Strong infrastructure project delivery experience
- A civil engineering or related technical background
- Proven contract management and procurement experience
- Confidence working with contractors, consultants and key stakeholders
- The ability to manage competing priorities and provide leadership when required

You are focused but flexible in your approach to your work and thrive in fast-paced environment with changing priorities.

WHAT WE OFFER

The position is based at Council's offices at Westbury, a short 25 minute drive from Launceston.

The remuneration package includes the following:

- The employment is offered for a contract term of five (5) years, on a full time basis;
- Annual base salary will be negotiated subject to the applicant's qualification, skills and experience within a range of \$105,302 to \$125,956 in accordance with Council's Enterprise Agreement 2025;
- Superannuation contribution of 12% in accordance with Superannuation Guarantee legislation.

Additionally, in accordance with Council's Enterprise Agreement 2025 you can nominate to receive one of the following benefits:

- Option 1- Additional Superannuation contributions at a level of 3.5% above the Superannuation Guarantee amount payable;

or

- Option 2- Additional salary paid at 3.12% above the salary and wage rates for the classifications set out in Meander Valley Council Enterprise Agreement 2025.

Additional benefits include:

- 12 days personal leave per year plus a one-off additional personal leave allocation of 5 days granted upon commencement of employment.
- Long service leave is based on 10 years continuous service, with pro rata access available after seven years of continuous service.
- Paid parental leave of up to eight weeks (or 16 weeks at half-pay) after twelve months' service.
- Ongoing access to professional learning and development opportunities.
- A range of Health and Wellbeing initiatives including onsite gymnasium, health & wellbeing activities, and access to a free and confidential Employee Assistance Program (EAP) for employees and their immediate families.
- Reward and recognition of service milestones.
- Free parking.

SELECTION CRITERIA

In addressing the selection criteria please use relevant examples of how you believe you meet or have the potential to meet these requirements.

1. Minimum of five years' experience within Project Management with a demonstrated ability to deliver projects managing schedule, budget and project quality aspects.

2. Tertiary qualification in Civil Engineering, Project Management or a related discipline. A bachelor's degree in civil engineering is highly desirable.
3. Knowledge and experience in managing contracts and familiarity with best practice tendering, contract management and administration processes.
4. Experience in project management with delivery of projects on time and within budget.
5. Experience in procurement processes, including administering works and services contracts and contractors.
6. Knowledge of engineering and building standards and practices and an ability to read and interpret technical drawings.
7. Sound knowledge of work health and safety, auditing and related work practices relevant to construction environments.
8. Excellent communication skills (written and oral), interpersonal skills and experience with stakeholder liaison, negotiation, consultant and contractor engagement.
9. Excellent computer skills including Microsoft Office applications.
10. Preferred experience and/or knowledge of Local Government infrastructure.
11. Current vehicle driver's licence and commitment to maintaining this, and a Construction Industry White card.

LEARN MORE

If you have any questions regarding the position, please contact Linda Butler, Team Leader Project Delivery on 03 6393 5365 or email linda.butler@mvc.tas.gov.au.

HOW TO APPLY

To be considered for the position, all applications must include four (4) documents:

- Application form;
- Covering letter;
- Current resume; and
- Statement addressing the Selection Criteria (maximum of three pages).

Applications should be forwarded to the attention of the Human Resources Officer via email to: recruitment@mvc.tas.gov.au.

Council are seeking to fill this position as soon as possible and applicants are encouraged to apply at their earliest convenience. Council will remove this advertisement if the position is filled.

Applicants should note that for a period of 12 months from date of publication, this selection process may be used to fill subsequent or similar full-time and part-time vacancies.

Position Description

SENIOR PROJECT MANAGER

Infrastructure Services Department
April 2026

POSITION CONTEXT

The Senior Project Manager is part of the Infrastructure Services Department which is responsible for determining Council's capital works program, asset management strategy and execution, waste management strategy, determining and leading the emergency management plan, together with undertaking various projects which arise from time to time. The Department is also responsible for undertaking specific projects and initiatives which support land use planning and the growth and diversification of the Meander Valley's economic base. This Department has a close working relationship with all Departments as much of its work requires input or creates outputs for others.

The Senior Project Manager works closely with the engineering officers, project delivery officers and a broad range external stakeholders to deliver Council's strategic projects and capital works program.

ORGANISATIONAL RELATIONSHIPS

Reports to the Team Leader Project Delivery.

This position has no direct reports.

KEY CHALLENGES

- Management of projects and infrastructure works in a manner that considers economic, social, and environmental values.
- Managing multiple projects simultaneously.
- Liaising with internal and external stakeholders in the end-to-end delivery of strategic projects.

PRIMARY RESPONSIBILITIES

- Lead and coordinate all stages of project delivery for strategic projects that provide long term impacts to the Meander Valley.
- Collaborate closely with stakeholders (internal and external) in the planning and design of strategic projects, to manage risks, address challenges, and implement best practices in project management.

- Develop and oversee construction planning, working closely with engineering and other team members to ensure plans meet regulatory, safety, and quality standards.
- Stakeholder relationship management and to ensure positive community outcomes during delivery phases.
- Assist with the forward planning of Council's strategic projects and capital works program, including preparation of cost estimates and scope of work information.
- Undertake procurement process including preparation of tender documentation, evaluations and reporting to ensure compliance with Council policy and procedure.
- Supervision of contracts to ensure that work and services are delivered in accordance with the relevant standards, timeframes and budget, including keeping accurate records.
- Prepare reports and provide assistance in the preparation of reports by others, as part of Council Meeting or Workshop agenda items or with respect to requests from the Director.
- Work autonomously and in a team environment and use initiative to deliver strategic projects, by identifying and implementing solutions to difficult and complex problems and select the most appropriate course of action when faced with a range of alternatives.
- Provide leadership and operational oversight of the Project Delivery Team during periods of leave of the Team Leader Project Delivery.
- Identify opportunities for continuing improvement of project delivery practices, procurement approaches and contract management across Infrastructure Services.
- Provide assistance to other officers as required in the coordination, planning and monitoring of projects.
- Undertake other duties as required and directed from time to time by the Team Leader Project Delivery or Director Infrastructure Services.

ALL STAFF RESPONSIBILITIES

- Compliance with all Council policies and procedures that may be varied from time to time.
- Understanding of assigned responsibilities under the Fraud and Corruption Control Policy.
- Ensure that all work is undertaken in accordance with Council's Safety Systems and relevant legislation.
- Carry out all responsibilities in accordance with Council's values.

- Adhere at all times to the Tasmanian Local Government Act 1993, the current Workplace Agreement and any other specific legislation or professional standard that relates to the role.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Meander Valley Council is committed to the safety and wellbeing of children and youth while encouraging their participation as a valued member of our community. We have zero tolerance to child or youth abuse or harm.

- You are obligated to prioritise the safety of children and young people you interact with in the performance of your role and contribute to council's continual improvement of safety and wellbeing practices in relation to children and young people.
- You are obligated to report conduct of concern.

For further information, please refer to our Safeguarding Children and Young People Policy and the Office of the Independent Regulator website at this location <https://oir.tas.gov.au/>.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITY

1. Minimum of five years' experience within Project Management with a demonstrated ability to deliver projects managing schedule, budget and project quality aspects.
2. Tertiary qualification in Civil Engineering, Project Management or a related discipline. A bachelor's degree in civil engineering is highly desirable.
3. Knowledge and experience in managing contracts and familiarity with best practice tendering, contract management and administration processes.
4. Experience in project management with delivery of projects on time and within budget.
5. Experience in procurement processes, including administering works and services contracts and contractors.
6. Knowledge of engineering and building standards and practices and an ability to read and interpret technical drawings.
7. Sound knowledge of work health and safety, auditing and related work practices relevant to construction environments.
8. Excellent communication skills (written and oral), interpersonal skills and experience with stakeholder liaison, negotiation, consultant and contractor engagement.
9. Excellent computer skills including Microsoft Office applications.
10. Preferred experience and/or knowledge of Local Government infrastructure.

11. Current vehicle driver's licence and commitment to maintaining this and a Construction Industry White card.

ATTACHMENTS

- Council's Agreed Behaviours: 'The Way We Work Together'
- Organisational Chart

The Way We Work Together

We work as a team, value each other's contribution and are accountable for our work.

- We own tasks to completion and ask for help where needed
- We engage in respectful conversations in the workplace, showing kindness to each other
- We collaborate and value the input of everyone
- We communicate openly with transparency, honesty, whilst respecting confidentiality
- We demonstrate respect, trust, support and we encourage others

We support each other's roles to deliver the best outcomes for our customers and community.

- We will take the time to understand who does what and connect customers to the right area
- We are focussed on our customers and the community's needs
- We make decisions that are informed, considered and consistent
- We are willing to try new things, be open to new ideas, and are not afraid to fail

We are supported, trusted, and empowered to do our work.

- We are focussed on positive interactions and will provide constructive, respectful feedback
- We are appreciative of others and accommodate different ways of working
- We support an environment where people feel safe to share their ideas
- We celebrate our achievements

We value open and transparent communication to keep each other well informed.

- We share relevant information clearly and provide regular updates in a relatable way
- We actively listen to everyone and consider different points of view
- We vary our communication to suit the audience
- We are authentic and genuine in our words and actions

We operate in an environment where people feel connected.

- We are inclusive, welcoming and make an effort to build relationships
- We recognise, accept and value diversity
- We will proactively address issues as they arise
- Problems are shared and solved jointly
- We accept and learn from our mistakes

Organisational Chart

Mayor, Deputy Mayor & Councillors

General Manager

