

Job title: Coordinator Capital Program and Asset Management	
Classification: Senior Executive Officer	Effective Date: January 2026
Reports to: Manager Project Delivery and Assets	
Tenure: Permanent	
People Leader to:	Capital Works Program Officer Project Management Specialist Senior Asset Management Specialist Asset Data Management 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. Our transformation is supporting us to respond to the evolving changes that impact our organisation and needs of our community.



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.

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.



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Position description

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 Coordinator Capital Program and Asset Management will provide expert strategic and technical leadership of a multi-disciplinary team responsible for the direction, decision-making, planning and reporting of the City's \$2.412 billion infrastructure asset portfolio through a \$845 million ten year capital works program,

The role blends the disciplines of strategic asset management, capital works program management, and project management, ensuring that Council's infrastructure investments are aligned, deliverable, value-driven, prioritised and reported.

Through forensic asset data analysis, the Coordinator will translate complex information into meaningful insights and tactical asset renewal plans that drive informed and sustainable capital investment decisions.

This position is responsible for the Asset Plan and associated asset strategies and Asset Management Plans and translating the asset requirements into the Capital Works Program for consideration by Council.

The Coordinator will see that the Capital Program and Asset Management team pursues collaboration with other departments, values stakeholder and community consultation. With a focus on collaboration, the Coordinator will provide the Executive, Councillors, and community clear visibility of future work programs, project delivery, and reporting.



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Key Responsibilities

Strategic Leadership

The Coordinator Capital Program and Asset Management is recognised as a Subject Matter Expert in the organisation. They will make decisions that will have substantial impact on the City of Whitehorse community.

They will have a direct influence on Council wide strategic thinking and coordinate policy planning and development.

Provide expert strategic and technical leadership in the planning, implementation, and continuous improvement of Council's Capital Works Program and asset management practices, ensuring alignment with Council's strategic objectives, statutory obligations, and long-term financial plans.

Capital Works Program Oversight

Lead the administration, planning, and monitoring of the organisation's Capital Works Budget, including annual and forward programs. Oversee modelling, reconciliations, and reporting to ensure budgets are accurate, programs are deliverable, and risks are proactively managed.

Work in this area will focus on establishing operational frameworks that realise business improvement opportunities and materialising savings and benefits to the organisation.

Project Management Framework and Project System Coordination

Coordinate and maintain the Project Management Framework and associated project systems, ensuring consistent application of processes, effective data collection, and performance monitoring across all capital projects. Support project teams and provide guidance to embed best practice project delivery.

Data-Driven Decision Making and Continuous Improvement

Leverage asset and project data to inform evidence-based decision-making, support program prioritisation, and drive continuous improvement initiatives across the Capital Works Program and asset management activities.

Stakeholder Engagement and Reporting

Gain cooperation and assistance from clients, members of public, and other employees, the Coordinator will Lead, Motivate & Develop staff.

The Coordinator will liaise with counterparts in other organisations on specialist matters and be an expert in resolving intra-organisational problems.

Develop and maintain strong professional relationships with internal teams, Executive and Councillors.

Using our project management system, prepare and deliver reports, presentations, and statistical summaries to support good governance, decision-making, and transparency in program delivery.

The required outcomes can only be achieved with strong collaboration with the Finance team regarding capital works budgets and asset revaluations.

Maintain relationships within the sector in the areas of asset management, project management and capital works planning and reporting to ensure knowledge is gained and transferred.

Team Leadership and Capability Development

Lead, supervise, and mentor staff within the Capital Works, Strategic Asset Management and Project Management teams. Build organisational capability through training, mentoring, and performance management to ensure teams achieve strategic objectives, program KPIs, and operational targets.

Position Specific Responsibilities:

Self-Leadership:

- Formulate effective working relationships, build trust and gain confidence across all levels of organisation and external contacts.
- Clearly communicate information to a range of audiences.



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- Negotiate, problem solve and influence in pursuit of unit/ team and organisational objectives. Model initiative and decisiveness.
- Apply and share knowledge gained through experience and exposure to experts, colleagues and stakeholders.
- Manage a dynamic workload with competing priorities and operate independently effectively under pressure.
- Actively seek, reflect and act on feedback, showing a clear capacity and willingness to modify behaviour. Apply strengths and mitigate weaknesses and limitations.
- Proactively seek opportunities for development and growth.
- Values driven actively modelling integrity, equity, fairness and transparency.

People Leadership:

- Manage and oversee the setting of goals in line with Council and unit/ team strategies and plans, expectations and providing performance guidelines.
- Sharing expertise in area of discipline to develop the professional skills of others across unit/ team and as relevant, the organisation to ensure Council builds expertise and capability.
- Lead unit/ team planning, budgets and reporting, including evaluating progress, results and trends.
- Provide equitable and sound people leadership, (including ensuring appropriate training, development, and motivation) to ensure that unit/team performance is measured and proactively managed.
- Lead, motivate and develop people to improve culture, engagement and performance, aligning people and organisational goals.
- Foster an environment that encourages new ideas and provides support for the development of emerging skills.
- Actively assist with the delivery of Council's key priorities and ensure effective monitoring and reporting of progress.
- Act as the ambassador for organisational culture and values. Ensure values are embedded and upheld by role modelling constructive behaviours to build trust and support high standards of performance.

Team Leadership:

- Plan, seek, allocate and monitor resources to achieve service outcomes on time and on budget.
- Manage unit/ team performance against expectations of service.
- Think and act strategically, particularly in relation to unit/ team level strategies, programs and approaches.



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- Leverage external networks to ensure Council's service planning and delivery maintains pace with industry leaders.
- Identify and develop changes to policy and procedure in areas of responsibility through a lens of continuous improvement

Organisational Leadership:

- Ensure implementation and compliance of organisational policy, legislative and regulatory requirements.
- Exercise financial management responsibilities and financial and P&C delegations when required.
- Make a considered and strategic contribution to the development and enablement of Council vision, direction and goals to serve the community and advance the organisation recognising an evolving Local Government context.
- Lead in the spirit and practice of Council's Values and Code of Conduct, Collective Agreement and applicable policies, procedures and practices.
- Oversee team awareness of and compliance with relevant regulations and legislation.
- Ensure that risk management principles are adopted in all decision-making processes within the team.
- 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.
- Oversee appropriate care and use of relevant assets and equipment.

Authority:

- Preparation, oversight and management of the team budget.
- Exercise judgment and solve complex problems.
- Make decisions independently and take an innovative approach. Decisions made by the position have significant effect on the organisation.
- Effectively manage complex, sensitive and confidential situations applying sound judgement and discretion.
- Provide guidance and leadership to the team/ unit department and as relevant, to the organisation as relevant.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.



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- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety.
- Other duties as directed within the skills and capabilities of a position at this level.

Operational Flexibility

- Work from multiple locations within the municipality and attend out-of-hours meetings as required.
- Manage a dynamic workload with competing priorities, exercising initiative and independent judgment under pressure.
- Undertake other duties as directed within the skills and capabilities of the role.
- The role is primarily office based, with flexibility to work remotely (ad-hoc) by arrangement.

Key Selection Criteria

Key Selection Criteria

1. Tertiary qualifications in at least one or more disciplines in Engineering, Asset Management, Project Management or related aligned skills area.

Experience

2. Knowledge and experience in Local Government workings, legislation and areas of industry expertise.
3. **Demonstrated Strategic and Technical Leadership**
Proven ability to provide strategic direction and technical leadership in the planning and delivery of capital works and strategic asset management within a complex local government or similar environment. Demonstrated success in translating asset data into tactical and measurable outcomes.
4. **Expertise in Capital Program Oversight and Project Reporting**
Extensive experience in budgeting, modelling, and reporting for large-scale infrastructure or capital works programs. Proven ability to manage financial



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risks, ensure accountability, and apply sound business and asset management principles to long-term investment planning.

5. **Comprehensive Knowledge of Project and Asset Management Systems**

Thorough understanding of project management frameworks, systems, and tools used to support program delivery and performance monitoring. Demonstrated capacity to coordinate complex data systems, apply analytical insight, manage asset revaluation processes and drive continuous improvement in project governance.

6. **Highly Developed Communication and Stakeholder Engagement Skills**

Demonstrated ability to influence, negotiate, and collaborate effectively with a wide range of stakeholders, including Executive, Councillors, community members, consultants, and contractors. Proven capacity to prepare and present clear, evidence-based reports and deliver meaningful insights to inform decision-making.

7. **Strong Leadership and People Management Capability**

Proven experience in leading, mentoring, and developing multidisciplinary teams to achieve organisational and project objectives. Demonstrated ability to foster a collaborative, high-performance culture that promotes innovation, accountability, and continuous improvement.

8. **Advanced Analytical and Data-Driven Decision-Making Skills**

Highly developed analytical and problem-solving skills, with the ability to interpret complex asset and financial data to inform evidence-based decisions. Demonstrated experience applying forensic data analysis to guide prioritisation, resource allocation, and performance reporting.

Leadership

Manage and Develop People: Engages and motivates staff, develop capability and potential in others.

Creates a climate in which people across the organisation want to do their best.



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Leads engagement in effective performance management, development planning and talent identification.

Drives executive capability development and ensures effective succession management practices.

Creates a climate in which senior staff value regular feedback, continuous learning and new experiences Ensures workforce management systems, policies and practices are inclusive of all individuals.

Plans for future workforce capability needs including developing partnerships Instils a sense of urgency around addressing performance problems among leaders in the organisation.

Inspire Direction & Purpose: Communicates organisational goals, priorities and vision and recognise achievements

Articulates a shared vision of the organisation's future, described in measurable terms, and communicates the way forward.

Actively drives alignment of policy and practices with strategy.

Generates enthusiasm and commitment to goals and cascades understanding throughout the organisation.

Communicates the context and parameters surrounding organisational strategies.

Celebrates success and high performance and supports regular workplace activities to build a positive culture.

Optimise Workforce Contribution: Hires and deploy people effectively and apply sound talent management and workforce planning principles.

Ensures that operating models, systems, processes and workforce structure are aligned to key organisational strategies.

Oversees the workforce management strategy to ensure the organisation is the right size and shape to deliver outcomes.

Champions the benefits of diversity and ensures hiring practices attract diverse applicants and minimise selection biases.

Ensures talent management processes and resources are in place to inform L&D priorities, investment decisions and succession planning.

Facilitates partnerships with other organisations to strengthen workforce capability.

Lead and Manage Change: Initiates, supports and champions change, assist others to accept and engage with change.

Communicates a compelling case for change and articulates vision, objectives and benefits for different audiences.

Analyses the change context to develop the right change approach for the organisation, community and region.

Ensures regular communication throughout the change effort to build awareness, understanding, support and commitment.

Ensures organisational structures, systems, processes and leadership are aligned to support and embed changes.

Anticipates, plans for and addresses cultural barriers to change.

Conditions of Employment

Conditions of employment are in accordance with the Whitehorse City Council Collective Agreement and Code of Conduct.

Applicants will require the following:

- Identify check.
- Criminal History Check - renewal required every 10 years.
- Working with Children Check - renewal required every 5 years.
- Psychometric Assessment.
- Right to work in Australia.
- Credit History Check – applicable roles only.
- Qualification/ Certification – applicable roles only.
- Driver's Licence – applicable roles only.

Physical Requirements



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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, make presentations	Sometimes/often	
Reaching Tasks involve reaching above head, and above and equal to shoulder height		Never/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	



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Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body		Never/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: