

Job title: Coordinator Project Delivery	
Classification: Senior Executive Officer	Effective Date: January 2026
Reports to: Manager Project Delivery and Assets	
Tenure: Permanent	
People Leader to:	<ul style="list-style-type: none"> - Team Leader Building Projects - Team Leader Civil Projects - Landscape Architects - Projects Engineers

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 an ambitious Capital Works Program that delivers on Council Plans and Strategies and is underpinned by our Asset Management Strategy. Projects are delivered through an effective Project Management Framework with support of a project management system.

The Coordinator Project Delivery is responsible for leading the planning, management, and delivery of a large and diverse portfolio of capital works, including community buildings, sporting facilities, car parks, drainage assets and local roads. The portfolio is complex, with multiple projects running simultaneously in a fast-paced, high-pressure environment, requiring project delivery within budget, scope, and time constraints.

The primary purpose of this position is to strategically oversee the Project Delivery portfolio, ensuring alignment with Council's strategic direction, transformation objectives, and organisational priorities. The Coordinator provides leadership to project teams, encourages collaboration with other departments, values stakeholder and community consultation, supervises construction activities, and manages all aspects of contracts, including negotiation, administration, and resolution of issues.

As a member of Council's leadership team, the Coordinator actively contributes to organisational performance, service delivery, and strategic outcomes, ensuring teams are resourced and supported to meet customer service standards and achieve key objectives.

Key Responsibilities

Position Specific Responsibilities:

Project Delivery & Governance

- Lead the planning, coordination, and delivery of Whitehorse City Council's diverse capital works portfolio, ensuring projects are delivered on time, within scope, budget, and quality standards.
- Apply a structured Project Management Framework and systems to monitor performance, manage risks, and drive program efficiency across multiple complex projects.



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- 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.
- Oversee construction delivery, including contract management, tendering, on-site supervision, constructability reviews, contract negotiation and resolution, and compliance with Council standards, safety, and environmental requirements.
- Implement and maintain project governance, reporting, and continuous improvement initiatives to ensure transparency, compliance, and best-practice delivery.
- Provide high-level advice, briefings, and reports to the Executive Leadership Team and Council on project progress, strategic priorities, and infrastructure initiatives.

Team & People Leadership

- Lead, mentor, and develop a high-performing project delivery team, fostering a collaborative, safe, and values-driven workplace aligned with Council objectives.
- Set clear performance expectations, conduct development planning and appraisals, and proactively manage performance to build capability and accountability.
- Promote a culture of innovation, continuous improvement, accountability and engagement, empowering team members to contribute effectively to Council's strategic goals.
- Lead a culture of collaboration and engagement.

Strategic & Organisational Leadership

- Contribute to strategic planning for capital works, asset management, and broader Council objectives, ensuring alignment with Council's vision, values, and Transformation priorities.
- Provide oversight of unit/team budgets, resource allocation, and operational planning to achieve service outcomes efficiently.
- Manage project budgets and contracts.
- Ensure compliance with legislative, regulatory, and organisational policies, applying risk management principles in all decision-making processes.



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- Act as an ambassador for Council values and culture, modelling integrity, equity, fairness, and transparency in all interactions.
- Support and champion initiatives such as workplace gender equality, child safety, and organisational wellbeing.

Stakeholder Engagement

- Build and maintain positive relationships with internal and external stakeholders, including contractors, consultants, approval agencies, Council departments, Councillors, and the community.
- Facilitate consultation and engagement, negotiation, and problem-solving to achieve agreed project outcomes, manage risks, and resolve complex or sensitive issues.

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.

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.

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

Drives executive capability development and ensures effective succession management practices.



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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.



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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

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	



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Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
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	
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	



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Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Satisfactory Vision Standard of vision required equal to that required for driver's licence		Often	

Any other relevant comments:

Key Selection Criteria

1. Qualifications and Professional Registration

Tertiary qualification in Civil Engineering, Project Management, Construction Management, or a related discipline, together with current professional registration under the *Professional Engineers Registration Act 2019*.

2. Leadership and People Management

Demonstrated experience in leading and mentoring multi-disciplinary project delivery teams in a complex and fast-paced environment. Proven ability to motivate staff, manage workloads under pressure, allocate resources effectively, and foster a positive team culture that supports Council's values and transformation objectives.

3. Strategic Program and Project Delivery

Extensive experience in the strategic planning, management, and delivery of diverse capital works programs within budget, scope, and time constraints. Demonstrated ability to apply a structured Project Management Framework and use systems to monitor performance and drive program efficiency.

4. Project and Contract Management

Demonstrated experience in project initiation, scoping, concept planning, design, tendering and tender evaluation, supervising construction works, overseeing delivery to ensure quality, safety, and compliance with design specifications. Proven ability to manage contracts end-to-end, including preparation, negotiation, administration, and resolution of issues, ensuring



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projects are delivered on time, within scope, and budget. Proven capability in managing and mitigating project risks. Strong skills in stakeholder management and contractor liaison to achieve successful project outcomes.

5. Organisational Collaboration and Stakeholder Management

Proven capability in collaborating within the organisation and with Councillors, engaging with consultants, and consulting the community to deliver successful project outcomes. Highly developed negotiation and consultation skills to manage expectations, resolve issues, and maintain positive working relationships throughout the project lifecycle.

6. Governance, Reporting, and Continuous Improvement

Highly developed analytical, governance, and reporting skills, with the ability to prepare clear, evidence-based reports, briefs, and presentations for senior management and Council. Demonstrated capacity to identify and implement process improvements that enhance service delivery, compliance, and value for money in a high-demand, time-sensitive environment. Sound understanding and proven experience in working within a project management framework and associated project governance.

7. Values, Integrity, and Organisational Alignment

Demonstrated commitment to Whitehorse City Council's organisational values and behaviours, maintaining professionalism, integrity, and confidentiality. Proven ability to work collaboratively across departments and adapt effectively to changing priorities to deliver high-quality outcomes for the community