



# WHITEHORSE CITY COUNCIL

## Position description

<b>Job title:</b> Libraries Project Manager	
<b>Classification:</b> Band 8	<b>Effective Date:</b> February 2026
<b>Reports to:</b> Manager Creative Whitehorse	<b>Tenure:</b> Fixed Term – 24 months

### 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.

This role will report to the Manager Creative Whitehorse at Whitehorse City Council and will be accountable to the Project Governance Group consisting of responsible Directors of each Council and CEOs.

### Goal Statement

To lead and deliver the strategic transition of Whitehorse City Council (WCC) and Manningham City Council (MCC) library services and assets to an endorsed future operating model, ensuring continuity of service, and alignment with Council-approved, contemporary, community-focused outcomes. The transition process will include any steps required to resolve the existing operating model of the Whitehorse Manningham Regional Library Corporation (WMRLS).

### Position Specific Responsibilities

#### Strategic Leadership & Decision Enablement

- Lead and direct stakeholder engagement across WCC, MCC, WMRLC, delivery partners and governance bodies to shape, test and confirm project direction, options and outcomes.
- Guide senior executives and Councils through complex decisions by presenting clear options, risks, trade-offs and recommendations to enable informed, timely decisions.
- Maintain ownership of the project narrative, objectives and success measures through the project phases.

#### Agreement & Governance Design

- Design and deliver the agreement instrument governing the future operating model, clearly articulating accountability, asset contributions, service commitments, financial obligations and dispute mechanisms.
- Design and deliver required steps to appropriately resolve WMRLC safeguarding the Council's interests and mitigating legal, financial and reputation risk.
- Ensure alignment with legislative requirements, Council resolutions and governance best practice.

#### Program & Transition Delivery

- Lead detailed transition planning, sequencing activities, dependencies and controls to ensure continuity of services and operational readiness.
- Design and implement fit-for-purpose systems, processes, operating models and communication plans to support transition and stabilisation.

#### Reporting, Risk & Financial Accountability

- Prepare, manage and present project reports, schedules, budgets and risk registers to executives, Councils, Boards and governance forums.

- Proactively identify, manage and escalate risks, issues and interdependencies.
- Own and manage transition cost estimates and expenditure, ensuring transparency, value for money and budget control.

### Workforce & Change Leadership

- Direct organisational change management, ensuring workforce readiness, role clarity and adoption of the endorsed operating model.
- Oversee comprehensive onboarding and training programs covering systems, customer experience, governance and change adoption.
- Lead development and delivery of a comprehensive communications and engagement strategy for staff, Councillors, community, unions and external stakeholders.
- Ensure consistent, timely and accurate messaging throughout windup, transition and stabilisation phases.

### Self-Leadership

- Build trusted, effective working relationships across the Council's and project stakeholders, including external stakeholders.
- Communicate complex information clearly and persuasively to diverse audiences.
- Exercise initiative, sound judgement and decisiveness in complex environments.
- Operate independently, manage competing priorities and perform effectively under pressure.
- Actively seek and respond to feedback; demonstrate continuous improvement and adaptability.
- Model Council values, integrity, equity, fairness and transparency.

### 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.
- 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:** The position is responsible for the effective management of the Library Project budget.

**Staff responsibility:** The position is responsible for the supervision of a change manager, or other staff should they be appointed

### Judgement and Decision Making

- Preparation, oversight and management of the project budget.
- Exercise judgment and work within sometimes social-economic, legal and political contexts to solve complex problems.
- Make decisions independently and take an innovative approach. Decisions made by the position have significant effect on the organisations of Whitehorse and Manningham Council's and their communities.
- Effectively manage complex, sensitive and confidential situations applying sound judgement and discretion.
- Provide guidance and leadership to the team/ unit and to the department and/ or organisations 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.
- 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.

### Specialist Knowledge and Skills

Desirable but not explicitly essential experience in all the following areas:

- Project Management skills, relating to business and/or service change related projects, including change management and communication planning.
- Governance and Local Government Act knowledge; knowledge of beneficial enterprises / council-owned companies, Board-led governance models.

- Workforce transition under relevant employment agreement -EA; including transfer of business, maintaining banding, pay rates, stakeholder consultations such as unions.
- Understand cost apportionment operating and capital, financial reporting obligations, responsible for transition cost management.
- Understanding of public library operations, collections and community expectations, current challenges faced and experience with community-focused service delivery models.

### Qualifications and Experience

Qualifications for the Project Manager:

- Tertiary degree in Project Management or Business Administration/Commerce
- Project Management certification; for example, PRINCE2, PMBOK, PMP, AgilePM

Highly advantageous qualifications for the Project Manager:

- Certification in Change Management or Change Governance Models
- Local Government Professionals qualification
- Corporate governance short courses, Governance Institute of Australia, risk management certifications
- Certificate in HR or Industrial Relations, fair work EA transition training

### Interpersonal Skills

- Convey complex information clearly to different audiences, translate technical or legal details into plain English, facilitate cross-council briefings and workshops. Produce concise, high-quality reports and updates with the ability to influence and negotiate with all stakeholders.
- Build trust quickly with staff, managers, directors, and executives. Work in partnership with two councils and a transitioning entity.
- Gain buy-in from executives, councillors, and library leaders. Negotiate outcomes with unions, ICT vendors, and contractors. Resolve competing priorities between stakeholders.
- Understand political sensitivities and organisational culture. Anticipate stakeholder concerns before they escalate. Be tactful, diplomatic, and respectful in all interactions.

### Key Relationships

- WCC and MCC CEO and Executive Leadership Team – provide strategic direction and oversight. May need to work 2 days per week at WCC offices and 2 days per week at MCC, one day WFH.

- Directors – Owners of workstreams, technical inputs and approvals
- Project Control Group – deliverables, escalate issues, monitor transition
- WMRLC leadership team and project resource – HR, finance, ICT
- Communications and Engagement Team – messaging, briefings, staff engagement plan

### Management Skills

- Manage and oversee the setting of goals in line with Council 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 project 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 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.

### Application Requirements

- Identity 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
- Qualification / Certification

### Key Selection Criteria

- Tertiary degree in Project Management or Business Administration/Commerce with a Project Management certification.



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- Extensive skill and specialist experience as a Project Manager leading and successfully delivering complex commercial/legal/due diligence projects, with a clear understanding of Governance/Council project impacts, socio-economic impacts and community impacts.
- Demonstrated ability to work across multiple disciplines within a business to understand their business needs and align these with outcomes of the project.
- Excellent organisation and time management skills combined with exemplary written and oral communication skills that can negotiate and persuade stakeholders.
- Demonstrated experience in engaging and managing vendors (through formal contracts) to deliver project outcomes in a collaborative manner.
- Demonstrated personal resilience and adaptability where perseverance through challenges with flexible approach and willingness to change.

## 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 to work at low levels.		Sometimes	
<b>Hand/Arm Movement</b> Tasks involve use of hand/arms	Keyboard, writing, carrying office supplies	Often	
<b>Bending/Twisting</b> Tasks involve forward or backward bending or twisting at the waist.		Never/rarely	
<b>Standing</b> Tasks involve standing in an upright position	May work at sit/stand desk, make presentations	Sometimes/often	
<b>Reaching</b> Tasks involve reaching above head, and above and equal to shoulder height		Never/rarely	
<b>Walking</b> Tasks involve walking on slopes and walking whilst pushing/pulling objects		Sometimes/often	
<b>Lifting/Carrying</b> Tasks involve raising, lowering and moving objects from one level position to another	Office equipment, not heavy.	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		Never/rarely	
<b>Keyboard Duties</b> Tasks involve sitting at workstation and using computer.	A large portion of the work will involve using a computer sitting at a workstation	Often	
<b>Satisfactory Vision</b> Standard of vision required equal to that required for driver's licence		Often	