



# WHITEHORSE CITY COUNCIL

## Position description

<b>Job title: Team Leader Building Projects</b>	
<b>Classification:</b> Band 8	<b>Effective Date:</b> January 2026
<b>Reports to:</b> Coordinator Project Delivery	
<b>Tenure:</b> Permanent	
<b>People Leader to:</b>	<ul style="list-style-type: none"> <li>• Project Managers</li> <li>• Assistant Project Managers</li> </ul>

### 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.

<b>Collaboration</b>	<b>Respect</b>	<b>Excellence</b>	<b>Accountability</b>	<b>Trust</b>
We work flexibly together to achieve outcomes and solve problems.	We actively listen, value diversity and care.	We adapt, respond, learn and grow.	We take responsibility and follow through on our promises.	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.



# WHITEHORSE CITY COUNCIL

## 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 delivery, the Team Leader Building Projects will provide strategic and technical leadership of a multi-disciplinary team tasked with providing high quality building project services to Council.

The Team Leader Building Projects will see that the Building Projects 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 Building Projects team are resourced and supported to meet customer service standards and achieve key objectives.

### Key Responsibilities

#### *Position Specific Responsibilities*

#### **General**

- Lead the Building 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 building projects
- Assist in coordination and integration of the Departments Capital Works across Council.



# WHITEHORSE CITY COUNCIL

## Position description

### **Building Projects**

- Deliver quality building projects including the scoping and scheduling of design and construction programs, preparation of tender documentation, tender evaluation and award, contract administration, and post completion assessments.
- Establish and maintain adequate systems and controls to minimise risk and maximise occupational health and safety of all stakeholders associated with building projects.
- Ensure all building project designs comply with the relevant Building Acts, Building Regulations and National Construction Code.
- Ensure all building project designs incorporate environmentally sustainable design and specifications in line with Council's policy position.

### *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.

### **Management**

- Provide regular reports to the Coordinator Project Delivery on activities and performance to ensure adherence to annual programs and budgets.
- Prepare and monitor annual Capital Works budgets for Council buildings, including estimates, within the annual budget process.
- Provide specialist knowledge across the organisation for the on-going improvement of cost planning, contract administration & management and project delivery.
- Promote a culture of quality, industry best practice and customer focus across the entire team.
- Manage contractors and consultants engaged in design and construction of building projects.



# WHITEHORSE CITY COUNCIL

## Position description

- Ensure that all staff, contractors and consultants are aware of and meet their obligations in accordance with the Occupational Health & Safety Act, and other safety regulations and safe work practices.

### **Policy/Planning**

- Contribute to the development and implementation of operational policy on building projects, construction planning, establishment of contract service levels and standards regarding the overall management of Council's building projects.
- Actively support internal collaboration and external stakeholder engagement to develop building project designs that meet community expectations.
- Develop, implement, monitor and assess building projects on Council's ten-year Capital Works Program, including cost estimation and budgeting and staff resourcing levels.
- Actively participate in the development of improved project management practices, processes and procedures to enable customer focused outcomes.
- Maintain awareness of the latest technology developments and legislation changes in relation to building and construction, particularly those which may enhance or impact upon the delivery of Council buildings.

### **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 Building Projects team on a project basis.

**Staff responsibility:** Project Managers and Assistant Project Managers

### **Judgement and Decision Making**

- The position will deal 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.
- Required to draw upon relevant training/experience to evaluate and determine appropriate methods and procedures to resolve building projects problems and issues.
- Required to exercise sound judgement and problem-solving skills in the selection of the most effective methods or processes within budget & time constraints.
- Required to prioritise works & allocation of works to in-house staff as well as external contractors and consultants.

### **Specialist Knowledge and Skills**

The Team Leader Building Projects will have:

- *Technology:*



# WHITEHORSE CITY COUNCIL

## Position description

- Proficiency in the application of the Microsoft Suite of applications, particularly Excel and Project and budgeting software is essential. Use of project management software, Content Manager, AutoCAD, Oracle Project and GIS is desirable.

### *Other technical skills and experience:*

- High level of technical knowledge and experience with building design and construction, contract management, and negotiation skills.

### **Qualifications and Experience**

- A tertiary qualification in architecture, building design, construction management, project management or equivalent.
- High level technical knowledge and extensive experience in building project management and design.
- Knowledge & high level of understanding of the National Construction Code, the Disability Discrimination Action Act and Equitable Access Regulations.
- A valid driver's licence.
- Satisfactory National Criminal History Check.

### **Interpersonal Skills**

The Team Leader Building Projects will have:

- Sound written and oral communication skills and demonstrated successful people management experience including ability to liaise, persuade and negotiate at all levels.
- Ability to resolve conflict situations with community stakeholders and contractors in a professional, courteous and respectful manner.
- 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 Building 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



# WHITEHORSE CITY COUNCIL

## Position description

- 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.

### Other skills and attributes

- Attention to detail.
- Ability to work independently and as part of a team.
- Excellent customer service skills.
- On occasion, and by pre-arrangement, the incumbent may be required to attend meetings that occur outside standard hours of work.
- This position may require work to be performed at different work locations relevant to organisational requirement.
- The employee may be directed to carry out duties within the limit of their skills, competence and training, provide that such duties are reasonable and do not promote the narrowing of their skill base or opportunity for development.

### 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

1. Tertiary qualification in architecture, building design, project or construction management or equivalent.
2. High level technical knowledge and extensive experience in building project management and design.
3. Proven ability to lead, mentor, and develop professional project managers, fostering a high-performance, accountable, and collaborative culture.
4. Demonstrated experience in contract management and project administration.

5. 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.
6. Sound written and oral communication skills and demonstrated successful people management experience including ability to liaise, persuade and negotiate at all levels.
7. Demonstrated ability to set priorities, plan, coordinate resources and manage time effectively to achieve objectives within agreed time frames and project deadlines.
8. Budget and financial management skills.
9. Demonstrates organisational values and behaviours.
10. Demonstrated understanding of long-term asset planning principles and the ability to contribute to infrastructure investment planning, feasibility studies, and business case development.
11. Well-developed negotiation, facilitation and influencing skills and knowledge of best practice contracting and tendering practices.
12. 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, make presentations	Sometimes/often	
Reaching Tasks involve reaching above head, and above and equal to shoulder height		Rarely	



# WHITEHORSE CITY COUNCIL

## Position description

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:**