



Position Details

Position title:	Civil Design Engineer / Project Manager
Award Classification:	Band 7
Department:	Project Delivery
Division:	Operations and Infrastructure
Date Approved:	July 2026
Approved By:	Manager Project Delivery

Organisational Relationships:

Reports To:	Head of Civil Infrastructure Projects - Design
Supervises:	Consultants and Contractors
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

Position Objectives

- Under the direction of the Head of Civil Infrastructure Projects - Design, provide technical and administrative expertise in relation to “hands on” design, tendering and construction of civil infrastructure and sustainable transport projects.
- With limited supervision work across the organisation, with project sponsors and stakeholders in a productive and constructive manner with open communication, accountability and professionalism to deliver upon Council’s objectives.
- Ensure the Civil Infrastructure Projects team and Project Delivery teams more broadly delivers high quality capital projects on time, within agreed budgets
- Provide sound advice, support and guidance to the Project Delivery department and to project sponsors and stakeholders regarding project management processes as per EPMO framework and Project Delivery processes.

Key Responsibilities and Duties

- Carry out “hands-on” design, prepare engineering drawings, estimates, specifications and contract documentation for capital works projects.
- Engage and manage consultants and contractors.
- Carryout contract management and works supervision of capital works projects in compliance with council policies, relevant codes, Australian Standards and industry best practice. Delivering projects within allocated time and budget.
- Plan and manage consultations with the community, stakeholders, internal and external parties, as required, to achieve best outcomes for council.
- Provide input and support into the planning, management and delivery of capital projects within allocated time, quality and budget constraints and in line with the EPMO framework and Council’s standards, policies, relevant codes and industry practice.
- Report regularly to the Head of Civil Infrastructure Projects on updates on projects, and on matters of a sensitive, political nature, thereby assisting the Project Delivery department in meeting Council’s objectives.
- Provide strategic support, within the Project Delivery department, relating to planning, design, procurement, construction, resource allocation, supervision, surveillance, policing and administration of Council’s assets.

Accountability and Extent of Authority

- Plan, manage and deliver to the required level of quality, capital projects within allocated time, quality and budget constraints.
- Plan, manage and engage in consultation with internal and external parties in respect to capital related projects, as well as other projects.
- Source, recommend, engage subject to Council’s procedures and policies, and manage contractors, consultants and other resources, to undertake capital and other projects within delegated limits.
- Carry out works of Council by performing tasks as directed.

Judgement and Decision Making

- With some supervision, provide project management support to the organisation.
- With some supervision, make decisions that are in the best interests of Council and the community as well as being balanced and fair with respect to consultants and contractors providing services to Council.
- Ability to achieve objectives and goals, taking account of organisational and external constraints and opportunities.

Specialist Skills and Knowledge

- Extensive knowledge of technical and practical aspects of “hands on” civil design, tendering and construction of capital works projects.
- Extensive experience in applying engineering and project management skills and knowledge with current best practice techniques to resolve problems, both technical and administrative in nature.
- The ability to utilise project management, engineering skills and knowledge together with current best practice techniques to resolve problems.
- Knowledge and familiarity of principals of budgeting, accounting and financial procedures as they relate to the management of capital works in a local government environment.
- Ability to investigate and prepare responses to correspondence and write professional reports.
- Ability to contribute expertise to strategic decisions to ensure the timely, cost-efficient and quality controlled delivery of projects.

Management Skills

- Ability to work as part of a team and set priorities.
- Ability to manage site works, utilise contractors and consultants and complete projects to agreed timelines, within a complex service environment.
- Ability to investigate and prepare responses to correspondence and write professional reports.

Interpersonal Skills

- Commitment to working in a team environment.
- Commitment to working across the organisation, with project sponsors and stakeholders in a productive and constructive manner with open communication, accountability and professionalism.
- Liaise with, and gain the cooperation of, clients, members of the public, other employees, tribunals and persons in other organisations in the pursuit and achievement of Council's interests, as well as the ability to lead, motivate and develop other employees.
- Commitment to high levels of customer service, the development of initiatives, improving practices and identifying opportunities.
- Demonstrated excellent written and verbal communication skills.

Qualifications and Experience

- A degree qualification in Civil Engineering (Bachelor of Engineering) or equivalent civil engineering degree recognised by Engineers Australia.
- Engineer's registration or ability to attain and maintain Engineer's registration.



- Relevant knowledge and experience in the delivery of municipal scale civil construction projects predominantly involving roads, drains, transport and sustainability projects, including but not limited to “hands-on” design, tendering, construction, contract management and works supervision.
- Relevant experience with computer aided design, including AutoCAD Civil 3D Civil Site Design and MUSIC software.

Mandatory Requirements

- Engineer’s registration or ability to attain and maintain Engineer’s registration.
- Victorian Driver Licence and VicRoads Licence verification.

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (*employee type with City of Port Phillip registered as the organisation*).

Key Selection Criteria

- A degree qualification in Civil Engineering (Bachelor of Engineering) or equivalent civil engineering degree recognised by Engineers Australia.
- Engineer's registration or ability to attain and maintain Engineer's registration.
- Relevant experience with computer aided design and drafting using AutoCAD Civil 3D Civil Site Design and MUSIC software.
- Extensive knowledge and experience in the delivery of municipal scale civil construction projects predominantly involving roads, drains, transport, water sensitive urban design and urban greening projects, including but not limited to design, tendering, construction, contract management and works supervision.
- Demonstrated ability to work productively and efficiently as part of a multidisciplinary team and seek innovative and practical solutions to problems, issues and conflict in an effective, timely and transparent manner.
- Demonstrated ability to work with project sponsors and stakeholders in a productive and constructive manner with open communication, accountability and professionalism.

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.