



Position Details

Position title:	Project Officer – Open Space Projects
Award Classification:	Band 6
Department:	Project Delivery
Division:	City Infrastructure
Date Approved:	April 2026
Approved By:	Manager Project Delivery

Organisational Relationships:

Reports To:	Head of Open Space Projects – Recreation and Assets
Supervises:	N/A
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

- Provide technical and administrative support across planning, design, tendering and delivery of open space capital projects
- Contribute to timely, high-quality delivery of open space projects within approved scope, budget and timelines.
- Support consistent application of Council policies, EPMO and project lifecycle frameworks across the project portfolio.

Key Responsibilities and Duties

- Under supervision and guidance support the delivery of open space projects from inception to completion, including scoping/planning, design, consultation, tendering, construction and



effective handover of selected projects within allocated time, quality, and budget constraints and in line with Council's Project management framework.

- Assist in contract administration, procurement processes and documentation to support effective project delivery.
- Coordinate components of project planning, scoping, design development and construction supervision under direction of senior staff.
- Monitor progress, risks, budget utilisation and timelines, escalating issues and providing status updates as required.
- Engage with internal and external stakeholders to support consultation, collaboration and information flow across projects.
- Other duties as required.

Accountability and Extent of Authority

- Provide advice related to project status, risks and coordination, ensuring information is accurate and timely.
- Deliver assigned project tasks within agreed scope, timelines and quality standards, under general supervision.
- Undertake stakeholder engagement activities and ensure compliance with Council procedures and relevant legislation.
- Apply sound judgement within clearly defined frameworks, seeking guidance for non-routine matters.

Judgement and Decision Making

- Provide project management support to the organisation
- Make decisions based on established procedures, project plans and policy requirements, with guidance available for complex matters.
- Assess project information and identify issues requiring escalation to senior project managers.
- Exercise discretion in managing competing priorities while maintaining compliance with organisational expectations.

Specialist Skills and Knowledge

- Working knowledge of open space design, tendering, procurement and construction processes.
- Understanding of budgeting, financial monitoring and reporting relevant to capital works.
- Knowledge of OHS and risk management principles in construction and open space environments.
- Ability to apply project management methodologies and tools to support efficient delivery.



Management Skills

- Ability to plan, prioritise and manage own workload to meet deadlines within a multi-project environment.
- Ability to coordinate tasks and support contractors and consultants under guidance.
- Ability to prepare accurate reports, briefings and project documentation.

Interpersonal Skills

- Strong written and verbal communication skills, suitable for preparing reports and liaising with diverse stakeholders.
- Ability to build cooperative working relationships and maintain professionalism in all interactions.
- Problem-solving ability, with a collaborative approach to resolving issues.

Qualifications and Experience

- Tertiary qualification in project management, open space planning or a related field.
- Experience contributing to planning, design or delivery of open space or capital works projects.
- Experience working within structured project management frameworks is desirable.

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

Support Council's business continuity, emergency management and municipal recovery activities when required.

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

- Tertiary qualification in Project Management, Landscape Architecture, Parks and Open Space Management, Horticulture or a related discipline. Experience contributing to the planning, design or delivery of open space capital projects is desirable.
- Knowledge of delivering capital projects within an agreed framework, including management of scope, budget, schedules and policy requirements.
- Demonstrated problem-solving and sound decision-making skills, with the ability to provide accurate, timely and practical project advice in a complex open space environment.
- Knowledge of whole-of-life open space and recreation project processes, including stakeholder engagement, concept and detailed design, procurement, construction, handover, and postimplementation review.
- Proven ability to work collaboratively and productively as part of a multidisciplinary team, contributing to innovative and efficient solutions to project challenges, community issues and site-based constraints.



Position Description

PD Project Officer – Open Space April 2026

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.

Our values

Working together
Performance

Creative and strategic thinking
Courage and integrity

Personal growth
Accountability, Community First