



Position Details

Position title:	Project Manager – Open Space Projects
Award Classification:	Band 7
Department:	Project Delivery
Division:	Operations and Infrastructure
Date Approved:	April 2025
Approved By:	Manager Project Delivery

Organisational Relationships:

Reports To:	Head of Open Space Projects - Open Space and Foreshore
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

- Under the direction of the Head of Open Space projects support the delivery of the Open Space project portfolio.
- Ensure the delivery of quality public open space projects on time, to a high quality, and within agreed budgets and scope.
- Provide sound advice, support and guidance to the project delivery teams, internal stakeholders and to Project Sponsors regarding best practice project management, in accordance with the Project Lifecycle Management (PLM) framework and other Council processes.



Key Responsibilities and Duties

- Manage 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 the PLM framework.
- Ensure all projects are carried out in an effective and efficient manner, in compliance with Council standards, policies, and legislative requirements.
- Actively contribute to maintaining a professional, productive and outcome orientated project management team which strives towards innovation and achievement of sustainable project outcomes.
- Ensure OH&S, child safety and EEO standards are maintained throughout the project development, delivery, and handover.
- Provide technical expertise during project key decision reviews. Track and report on the progress of projects.
- Other duties as required.

Accountability and Extent of Authority

- Plan, manage, design, and deliver selected projects within allocated time, quality, and budget constraints.
- Plan, manage and engage in consultation with external and internal parties with respect to assigned projects.
- Source, recommend, engage, and manage contractors, consultants, and other resources, to undertake projects within delegated limits.

Judgement and Decision Making

- Promote, advocate and support OH&S work practices and minimise safety risks to the Council, including practices undertaken by consultants and contractors.
- Provide project management and design support to the organisation.
- As the Project Superintendent's representative, 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

- Strong experience and knowledge of project management practices and the specific needs of construction in public open space in from concepts through to design and construction including tendering, resource allocation, procurement, contract management, administration, and handover process.

- Demonstrated ability to utilise project management skills and knowledge together with current best practice techniques to resolve problems.
- Ability to confidently address, consult and liaise with a range of internal and external stakeholders including community groups and individuals.
- 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.
- Knowledge of sustainable design principles, procedures, and practices.

Management Skills

- Ability to manage projects from commencement to completion managing all aspects of design and project management.
- Ability to manage construction-site works, utilise, and manage contractors and consultants and complete projects to agreed timelines, within a complex service environment.
- Ability to plan and organise workload to achieve set objectives, in the most efficient and cost-effective manner.
- Ability to investigate and prepare responses to correspondence and write reports.
- Ability to implement Council policies and practices and work towards the achievement of long-term strategies.
- Ability to make strategic decisions to ensure the most suitable open space outcomes in a timely, cost-efficient and quality controlled framework for the delivery of projects.

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.
- Highly developed oral and written skills in the communication of complex ideas and issues with a variety of audiences.
- Ability to work effectively both under supervision as well as achieve results with a minimum level of supervision.
- Commitment to high levels of customer service, the development of initiatives, improving practices and identifying opportunities.
- Attention to detail.
- Excellent problem-solving skills

Qualifications and Experience

- A tertiary qualification in Project Management, Landscape Architecture, Open Space or equivalent with substantial experience in the management of construction projects.



- Extensive experience in managing whole of life public open space projects including construction management.
- Experience in delivering high-quality project management and integrated outcomes.
- Community consultation and stakeholder management experience
- Experience in managing open space and recreation capital works projects in a local government context is desirable.

Mandatory Requirements

- Working With Children Check
- National Police check clearance
- 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 qualification in Project Management, Landscape Architecture, Parks Management/ Horticulture or equivalent with substantial experience in the management of public open space and recreation capital projects.
- Demonstrated problem solving ability and decision-making attributes to support the Open Space team within a complex environment where accurate and timely advice on project management matters.
- Demonstrated ability to work productively and efficiently a part of a multidisciplinary team and seek innovative and practical solutions to problems, issues, and conflict in an effective, timely and transparent manner.
- Diverse experience in whole-of-life open space and recreation project planning, stakeholder engagement and consultation, design, procurement, construction, handover, and post-implementation review of capital projects.
- Demonstrated ability to deliver capital projects within an agreed framework, including management of scope, budget, schedules, and policy requirements.
- Ability to live City of Port Phillip values of courage and integrity, personal growth and performance, accountability, creative and strategic thinking and working together.

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.