



Senior Project Manager

Role purpose

The role is integral to the overarching success of an end-to-end project management framework, a defined project methodology and disciplines to ensure a seamless and agile implementation of capital works program of City of Hobart.

Role overview

EA & Classification	Hobart City Council Enterprise Agreement 2025 Municipal Officer Level 5
Position Number	9800
Number of direct reports	1
Responsible for total staff	1
Delegations & Authority	
Budget level	Nil
Network, Group, & Team	Infrastructure and Assets Network, City Projects Group, Programming and Delivery Team
Immediate Manager	Manager Programming and Delivery (9796)



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Role accountabilities Key result areas

Strategic

- Understand and engage with the strategic direction of the organisation, ensuring programs enable the sustainable achievement of Council objectives and the aspirations of the community.
- Undertake sound research, ensuring decisions and advice are informed, strategically aligned and integrated across the organisation.
- Align your work to strategic plans and budgets incorporating broad organisational priorities, goals and objectives that deliver on the City Plan and Greater Hobart 2050.
- Apply understanding of the political, social and legal environment and organisational context of Council to all initiatives and actions.
- Provide peak level advice to key stakeholders and broader resources within Council enabling greater leverage and synergies relating to the design of projects.
- Identify strategic threats and opportunities which could impact the organisation

Corporate

- As a senior staff member, demonstrate leadership that inspires an organisation culture that rewards innovation, continuous improvement and service excellence.
- Work across the organisation to secure cross-divisional cooperation and collaboration to achieve best value for money and high quality outcomes for the community.
- Build a community first focus that encourages positive and proactive communication and interaction with all community members and stakeholders.

Group

- Support the City Project Office align with strategic policy direction, planning and implementation of the City's Thriving Capital.
- Anticipate challenges and opportunities, and lead an effective response to enhance the health, sustainability and liveability of the City and its environs.
- Provide consistent and thoughtful leadership to enable business units excel in their activities and functions.

Leadership

- Develop, mentor and empower staff to build leadership capacity and a high-performance

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Behaviour Standards

- Actively demonstrate the expected behaviours described in the City of Hobart Capability Framework in accordance with the position classification.

Work Health and Safety

- To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS applicable policies and procedures.
- To implement the Council's WHS Management System, to ensure that the work for which you are responsible is carried out in accordance with this System and the WHS legislation and to provide appropriate WHS information, instruction, training and supervision to workers for whom you are accountable.
- Ensure compliance with Work Health and Safety and Child and Youth Safety requirements at all times and follow prescribed reporting processes within the required timeframes.

NOTE: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence, and training.

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Selection criteria

Qualifications and Licences

- Bachelor Degree in Project Management or Civil Engineering (or equivalent).
- Current Drivers Licence.

Essential

1. Demonstrated and significant senior level experience in applying the appropriate project management methodology in the delivery of infrastructure projects and ability to work autonomously to navigate and resolve complex issues to achieve the project outcomes.
2. Proven track record of delivering projects on time, within budget, and scope, ensuring works meet required quality and standards. Significant experience in writing complex reports, media release, project documentation and technical papers to suit the relevant stakeholder group.
3. Experience in driving and leading a customer or community centric service model to achieve best value and excellence in service delivery.
4. Track record of effective engagement with government agencies, industry and professional associations, business groups and the wider community
5. Demonstrated experience in leading advocacy activities to achieve positive outcomes aligned with strategic goals, along with the ability to mentor, support, and engage resources through a consultative, informed, and inclusive approach to foster a high-performance culture and continuous improvement. Significant experience in a civil construction environment along with design and delivery of mid to large scale projects relating to the construction/building industry, primarily in “brown field” environment.
6. Significant experience in interpreting contracts, safety and environmental legislation, building standards, technical drawings, and determining appropriate compliance requirements.
7. Full and complete understanding of building standards, technical requirements and potential environmental risks
8. Ability to self-reflect and demonstrate organisational value and behavioural standards.

Desirable

- Qualifications in areas such as business, urban planning and/or management
- Experience in local government in a similar role

Senior Project Manager Pre-employment checks

1. National Police check
2. Pre-employment Medical Assessment – Low Risk

Notes

- Regular checks of the validity and status of essential licences and registrations are undertaken during the term of employment.
- The employee is responsible for notifying any new criminal convictions during the course of their employment.

Our Values



People

We care about people – our community, customers and colleagues



Focus & Direction

We have clear goals and plans to achieve sustainable social, environmental and economic outcomes for the Hobart community.



Accountability

We work to high ethical and professional standards are accountable for delivering outcomes for our community.



Teamwork

We collaborate both within the organisation and with external stakeholders drawing on skills and expertise for the benefit of our community



Creativity & Innovation

We embrace new approaches and continuously improve to achieve better outcomes for our community.