

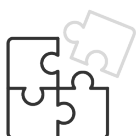
Role Charter

POSITION:	Project Manager – Transfer Station Infrastructure
Reports to:	Project Manager – Waste Services
Accountable to	Manager Environment & Sustainability
Directorate:	City Planning
Date revised:	October 2025

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council ('Council'). The role will evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

Our Guiding Principles are:



MAKE THINGS EASY

Do the hard work to make things intuitive for everyone.



BE WELCOMING

Care for everyone as people, not tasks or numbers.



BE OPEN MINDED

Listen to each other and work together to find solutions.



KEEP YOUR PROMISES

Follow through on your commitments to everyone.



LOOK OUT FOR ME

Thoughtfully anticipate what will make our days go smoother.

Primary Purpose

To plan, lead, and commission the fully integrated Design & Construct (D&C) delivery of the Maitland Resource Recovery Facility (MRRF) Stage 3 transfer station and resource recovery infrastructure under GC21 contract pro forma (or equivalent), ensuring scope, schedule, cost, quality, and safety outcomes are achieved. This role will act as the client-side Project Manager, coordinating design progression, procurement, construction, commissioning, and handover to operations.

Core Accountabilities

1. Lead end-to-end D&C delivery (procurement through commissioning), maintaining an integrated program that aligns with Council's operational needs and landfill airspace timeframes.

2. Manage the progression of the design from 30% engineering to 100% Issued for Construction (IFC), ensuring compliance with the Building Code of Australia (BCA), Safety in Design, statutory and planning approvals, Environmental Protection Agency (EPA) licence conditions, Workplace Health & Safety (WHS) obligations, and Council's operational requirements.
3. Coordinate and facilitate multidisciplinary design reviews across civil, structural, building works, electrical, hydraulic, fire, and Information and Communications Technology (ICT) disciplines to ensure designs are fit-for-purpose, integrated, and compliant.
4. Administer the D&C head contract under GC21 (or equivalent) in the role of Superintendent, including issuing instructions, managing variations and extensions of time, certifying progress claims and payments, and ensuring contractual compliance through to close-out.
5. Manage the delivery of significant civil and building infrastructure, including operating slabs and suspended pads, site access and traffic management infrastructure (including weighbridges), services integration, and the fully enclosed resource recovery building.
6. Identify, monitor, and control project risks (program, cost, approvals, constructability, interfaces) and implement mitigation strategies to maintain critical path.
7. Oversee commissioning and operational readiness of all Stage 3 infrastructure, fixed and mobile plant and equipment, and associated digital systems; ensure the provision of as-built drawings, warranties, Operation & Maintenance (O&M) manuals, training, and asset data for handover to operations.
8. Uphold WHS, quality, and environmental compliance obligations; review and provide assurance on contractor-prepared management plans (e.g. Traffic Management Plans (TMP's), Environmental Management Plans, Quality Assurance Plans, Safety in Design documentation), and monitor performance against approved systems, statutory requirements, and licence conditions.
9. Provide timely, accurate reporting including Project Control Group (PCG) packs, site meeting minutes, dashboards, Key Performance Indicators (KPI's) updates, and decision registers to support project governance.
10. Model Council's Guiding Principles, contribute to continuous improvement, and support knowledge transfer to business-as-usual operations.

Undertaking any other duties, projects or tasks as directed by the Supervisor which are within the employee's skills, competence and training.

The incumbent is to behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

Essential Criteria

1. Degree in Engineering, Project Management, or Construction Management or an equivalent combination of relevant qualifications/ training coupled with contemporary industry experience.

2. Proven leadership of complex D&C projects >\$20M, with integrated civil and building delivery in operational environments.
3. Demonstrated Superintendent/contract administration under GC21 or amended GC21 (or equivalent) across time, cost, quality, and claims/variations management.
4. Experience delivering infrastructure on constrained sites (e.g., interface with existing operations, services, subsidence/landfill constraints).
5. Knowledge of relevant NSW planning and infrastructure frameworks (e.g., EP&A Act/approvals, Infrastructure SEPP) and asset handover.
6. Measurable record of critical-path schedule control, risk management, and commissioning to handover.
7. Strong stakeholder management and communication skills, with proven ability to coordinate multidisciplinary reviews and resolve issues promptly.
8. High level contract management literacy (claims, extension of time, instructions, dispute resolution pathways), commercial acumen, and probity awareness.
9. Competence with project controls and digital tools (programs, risk/cost reporting, document control).

Desirable Criteria

1. Postgraduate qualifications and/or certification in Project/Contract Management (e.g., Grad Cert PM, AIPM RegPM, PMP).
2. Experience in waste sector infrastructure (e.g., transfer station/resource recovery/cell expansion), and delivery within EPA-licensed or regulated industrial facilities.
3. Local Government procurement/tendering exposure and understanding of funding/reporting compliance.
4. Demonstrated record of collaboration across internal service areas (design, building services, operations) and with contractors/utilities to meet shared milestones.

Date:

Agreed:

Employee Name

Employee signature