

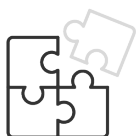
# Role Charter

<b>POSITION:</b>	<b>Senior Project Engineer – Scheduling and Governance</b>
<b>Reports to:</b>	Manager Assets, Strategy and Engineering
<b>Accountable to</b>	Manager Asset Strategy and Engineering
<b>Directorate:</b>	City Services
<b>Date revised:</b>	July 2025

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and changeover 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 coordinate the scheduling, reporting and governance function of the four-year capital delivery program, to support the objectives of Council's Community Strategic Plan and Delivery Program.

To lead program-wide scheduling, forecasting, and project controls — ensuring critical milestones are met and complex projects stay on track.

To ensure that the lead, joint and partnered accountabilities as outlined in Council's Delivery Program, are achieved through the active modelling of Council's Guiding Principles and within the integrated planning and reporting and other organisational frameworks.

## Core Accountabilities

1. Coordinate and support the operation of Council's Capital Works Delivery function by providing quality, organisational-wide program, scheduling and cost management services in accordance with Council's Delivery Program through a service-oriented, business-based approach.
2. Contribute to the development of the Capital Delivery Program and associated budgets and ensure regular monitoring and effective management of program progress and associated budgets.
3. Supporting the overall application and delivery of grant funding, including required reporting, documentation and liaising with key stakeholders.
4. Develop and manage integrated portfolio budgets focusing on the distribution of budgets by each asset type, ensuring alignment across project teams and stakeholders to deliver projects within budget and on time, from Project Initiation through to close out and handover.
5. Respond to and control unexpected situations by evaluating possible solutions and use initiative to implement the best solution, consulting with stakeholders.
6. Prepare regular reports for internal consideration and/or for submission to Council or its committees and sub committees as required.
7. Focus on the continuous improvement, evaluate current procedures and recommend changes to improve efficiency of the Capital Delivery Program planning and scheduling.
8. Conduct trend, performance and Earned Value Analysis on the Capital Delivery Program to provide insight to stakeholders about risks, improvement opportunities and program performance against approved baseline and propose remedial actions accordingly.
9. Provide accurate forecasting and reporting to support program milestones, performance and decision-making.
10. Oversee schedule assurance and quality control processes across project teams.
11. Liaise with key internal and external stakeholders to ensure project plans and schedules are aligned.

The incumbent is required to undertake any other duties, projects or tasks as directed by the Operations Manager / Manager which are within the employee's skills, competence, and training.

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 Construction Management, Engineering or related discipline or an equivalent combination of relevant trade qualifications / training coupled with experience.
2. Contemporary industry knowledge and demonstrated experience in delivering public infrastructure projects and contract management including implementation of complex and political projects and programs.
3. Proven ability to analyse information and produce meaningful, business-focused reports for sound decision making.
4. Demonstrated ability to prepare and manage defined schedules and budgets to meet the operational and strategic financial targets of the organisation.
5. Demonstrated interpersonal skills including highly developed communication, negotiation, influencing, problem solving and conflict resolution particularly as they relate to program management.

6. Advanced proficiency in cost and scheduling programming software packages.
7. Strong experience in scheduling, critical path analysis, and project controls for large programs.
8. Strong experience in cost management, budgeting and cost control for large programs.
9. Demonstrated ability to lead, influence and collaborate across multiple stakeholders
10. Class C Driver's licence.
11. NSW General Construction Induction Card.

### **Desirable Criteria**

1. Advance knowledge in using Excel and Power BI reporting.
2. Working knowledge of tendering regulations within the Local Government Act and WHS legislation.
3. Experience with funding guidelines including State and Federal Grants or Developer Contributions.

Date:

Agreed:

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**Employee Name**

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**Employee signature**