

Role Charter

POSITION:	SENIOR PROJECT MANAGER – MAJOR PROJECTS
Reports to:	Senior Project Manager - Design Services
Accountable to:	Manager Assets, Strategy and Engineering
Directorate:	City Services
Date revised:	December 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 plan, coordinate and deliver the design development of the Thornton Road Project, including project management, undertaking all procurement and obtaining approvals to have the project construction ready.

Core Accountabilities

1. Prepare design briefs, procure consultants and manage contracts for engineering and specialist services. This includes design consultant management, budgets, deliverables and risk management.
2. Prepare and coordinate all land acquisitions and re-zonings required to accommodate the relocated services and road widening for the project.

3. Prepare and coordinate the submissions of design documentation for all required approvals including Council, TfNSW and service providers.
4. Facilitate and lead design reviews, value engineering workshops and multidisciplinary coordination with Council, service providers and TfNSW.
5. Ensure implementation of Austroads, Australian Standards, service provider specifications, TfNSW specifications and Council design guidelines.
6. Prepare and manage all environmental approvals including compliance with the Environmental Planning & Assessment Act.
7. Lead the design constructability and coordination to allow for construction whilst maintaining traffic movements.
8. Prepare and monitor financial reports, the overall financial management of the design component of the project.

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 Civil Engineering or relevant discipline.
2. Extensive experience in project management of the design of roads, intersections, drainage systems, traffic facilities and civil infrastructure, with an emphasis on constructability and traffic management.
3. Strong project management skills in scoping, programming, budgeting and reporting.
4. Demonstrated experience working with Transport for NSW, including understanding of TfNSW road standards, technical specifications, design assurance processes and network interface requirements including traffic lights.
5. Well-developed communication, negotiation and stakeholder-management capabilities.
6. Ability to lead and mentor multidisciplinary design teams, providing technical review and quality assurance.
7. Proven ability to manage external road design consultants, including procurement, contract management and performance oversight.
8. Strong knowledge of Austroads geometric design, pavement design, stormwater design and relevant Australian Standards.
9. Demonstrated commitment to safety, sustainability and continuous improvement.
10. Class C driver's licence.
11. NSW Construction Industry Induction (White Card).

Desirable Criteria

1. Experience in Local Government.
2. Diploma in Project Management and/or Contract Management.

3. Working knowledge of relevant legislation, including the Infrastructure SEPP, Environmental Planning & Assessment Act 1979, Local Government Act 1993, and Roads Act 1993.

Date:

Agreed:

Employee Name

Employee signature