

POSITION DESCRIPTION

POSITION: Project Leader Transport and Drainage	
DIRECTORATE: City Infrastructure	GROUP: Transport and Open Space Services
SECTION: Planning and Delivery	REPORTS TO: Section Leader Planning and Delivery
GRADE: J	EMPLOYMENT TYPE: Permanent
HOURS/WEEK: 35	POSITION No.: 1234
DATE: July 2026	

OUR VISION

“Empowering the community and visitors to enjoy and grow our opportunities”.

OUR VALUES

We ensure that our Values are the foundation for everything we do.



iNnovate

Challenge the status quo in search of better outcomes.



Collaborate

Seek to understand different perspectives to problem solving.



Accountable

Take ownership and have the courage to call things out.



Respect

Mutual respect. No time for disrespect.



Empowering

Here to make a difference.

THE DIRECTORATE

Our City Infrastructure Directorate is responsible for planning, designing, delivering, operating and maintaining transport, open space, water and waste infrastructure for our local government area and delivering civil construction projects for clients.

THE GROUP

Our Transport & Open Space Services Group is responsible for planning, delivering and maintaining the City's road networks, drainage, footpaths and cycleways, reserves, parks, playgrounds, public amenities and other open spaces.

POSITION OBJECTIVES

- To provide support to the leadership team of the City of Coffs Harbour (the "City") on establishing a high-performance organisation through the development of its people
- To plan, coordinate and deliver transport and drainage capital works projects, ensuring infrastructure projects are delivered safely, efficiently and in accordance with City's strategic, financial and service objectives
- Deliver on project objectives, on time and to budget, within scope and within applicable environmental, safety and quality requirements.

KEY ACCOUNTABILITIES

Work Health & Safety (WHS)

Contribute to a safe working environment by:

- Demonstrating safe work place practices and behaviours and encouraging others to do the same.
- Reporting all incidents, near misses and hazards in accordance with the City's processes.
- Taking reasonable care for own health and safety and the health and safety of others in the workplace.
- Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices.
- Compliance at all times with statutory and regulatory requirements and Australian Standards.

Customer Service

Promote a positive and professional image of the City through:

- Creating and maintaining good relationships with the Community and our stakeholder customers.
- Taking the time to understand the needs of customers and their expectations.
- Provision of clear, accurate and timely technical and general advice to Council, management, stakeholders and clients.
- Following up on both positive and negative feedback received.
- Considering customer service in all aspects of their duties.
- Continuously looking for ways to improve the level of customer service you deliver.

Community Engagement

Committed to active and appropriate engagement processes guided by the principles of:

- Informing – Giving information to the community where instructed.
- Consulting – Obtaining community feedback when requested.
- Involvement – Engaging directly with the community as directed.
- Partnership – Partnering with the community to create solutions.
- Enabling – Placing final decision making in the hands of the community and City of Coffs Harbour management

Learning and Development (L&D)

Support the City of Coffs Harbour as a high performance organisation by:

- Participating in strategic learning and development initiatives.
- Undertake and participate in L&D initiatives that directly enhance and/or improve individual performance and contribute to the City's effectiveness.
- Take individual responsibility for own learning and engage in professional development.
- Participate in learning and development activities in accordance with the City's Training plan.
- Work collaboratively with the other staff to identify training needs and appropriate solutions.

Sustainability

- Consider the interconnections between economy, society and environment and ensure sustainability.
- Incorporate the City's Sustainability Policy and Climate Change Policy into daily operations whilst applying appropriate environmental laws and the management of cultural diversity in controlling the risk of serious or irreversible impacts on the environment, society and heritage values.

Continuous Improvement

- Supporting staff and the leadership team in the implementation of new and improved business processes.
- Support organisational initiatives including business and cultural change programs that progress the organisation towards the desired state.

Organisation Support

- Support the leadership and management by:
 - Embracing the organisations vision and values, so that they are demonstrated through behaviours, actions and attitudes.
 - Ensuring all appropriate City Policies and Procedures relating to employment, including Equal Employment Opportunity, Code of Conduct and Fraud & Corruption.
 - Ensuring the WHS responsibilities of the role are undertaken in accordance with the City WHS Responsibilities Statement, WHS legislation and other City Policies and Procedures regarding WHS.
 - Ensuring business records are maintained accurately and on time, in accordance with the City's Records Management Policy.
 - Providing valued team contribution, coupled with performance and behaviours consistent with a positive and productive work environment.

KEY AREAS OF RESPONSIBILITY

- Lead the planning, coordination and delivery of roads, bridges and stormwater drainage projects contained within the City's Delivery Program and Operational Plan
- Ensure projects are delivered safely, on time, within budget and in accordance with approved scope, quality standards and service expectations.
- Manage project risks, variations, compliance obligations and corrective actions to support successful delivery outcomes.
- Oversee the development and review of project scopes, designs, specifications, cost estimates and delivery methodologies.
- Manage procurement processes, contractor engagement and contract administration activities associated with transport and drainage projects.
- Monitor project performance and expenditure, proactively identifying and responding to emerging issues and delivery risks.
- Ensure appropriate project governance, record keeping, reporting and project close-out requirements are met.
- Contribute to the development of asset management plans, capital works programs and long-term infrastructure planning initiatives.
- Assist in the preparation and management of annual budgets, forward works programs and capital expenditure forecasts.
- Review program performance and provide recommendations to improve delivery efficiency, budget phasing and project outcomes.
- Provide technical advice and reporting to management, the Capital Expenditure (Capex) Committee and Council on program performance, delivery issues and emerging risks.
- Foster effective relationships with internal stakeholders, service providers, contractors, government agencies and the community to support successful project delivery.
- Participate in consultation and community engagement activities associated with infrastructure projects and services.
- Ensure compliance with workplace health and safety requirements, legislative obligations, City policies and relevant engineering standards.
- Promote a culture of safety, accountability, continuous improvement and high-performance project delivery across the Transport and Drainage program

KEY RELATIONSHIPS

Internal

- Group Leader Transport and Open Spaces
- Section Leader Planning and Delivery
- Section Leader Transport Services
- Planning and Delivery team
- City Staff

External

- Transport for New South Wales (TfNSW)
- Dam Safety NSW
- Engineering consultants and design service providers
- Construction contractors and suppliers

OTHER POSITION REQUIREMENTS

- Based on a 35-hour week, the ordinary hours of work will generally be between 06:00 and 19:00 Monday to Friday. Actual start and finish times within this span will be arranged with the People Leader. Ordinary hours worked outside this span as agreed will attract the appropriate shift penalty in accordance with the Award and the City's procedures.
- Flex time may be available in accordance with City procedures.
- Work may be required to be undertaken outside of ordinary working hours as agreed with your People Leader. Payment will be in accordance with the Award and the City's Enterprise Agreement (EA).
- The following allowances apply where the position requirements and/or nature of work meet the criteria for payment in accordance with the Award or the City's EA:
 - Civil Liability Allowance of 3.5% of the weekly salary system rate of pay
- This position is delegated with certain powers, authorities, duties and functions under the City's Delegations of Authority in accordance with the Local Government Act.
- This position is located at Yarrila Place, 27 Gordon Street, Coffs Harbour with the requirement to attend and/or work at other sites/locations having regard to the nature of the role.
- This position involves working in a predominantly indoor environment and using a computer is considered a core component of the role. There may be occasional visits to other work locations. The position requires an average level of aerobic and physical fitness to undertake occasional physical activities, including manual handling tasks as part of a normal working environment. A medical assessment will be required to be completed prior to commencement.

QUALIFICATIONS/LICENCES/EXPERIENCE

Essential

- Tertiary qualification in engineering, construction management, project management or equivalent related disciplines
- Significant experience in civil construction, project management or delivery of transport, drainage, building and/or open space infrastructure assets
- National Construction Industry Induction Certification (Whitecard)
- Class C Drivers Licence.

Desirable

- Eligibility for full membership of Engineers Australia, the Project Management Institute or equivalent professional body
- SafeWork NSW Traffic Control Work Training (TCWT) card, or equivalent

CAPABILITIES

Knowledge and Capabilities

- Demonstrated experience in managing capital works and infrastructure projects.
- Demonstrated experience in cost control, budgeting and sound financial management.
- Demonstrated knowledge and capability in contract administration, supervision of contractors and overseeing project delivery within applicable quality, environmental and safety requirements
- Demonstrated high level interpersonal skills with proven strengths in negotiation, relationship management, conflict resolution and stakeholder management.
- Demonstrated computer literacy with intermediate skills in MS Office, MS Project and information management.
- Demonstrated organisational and time management skills.

**Position Demands Analysis
Project Leader Transport and Drainage**

Project Leader Transport and Drainage					
EXPOSURE RATING TABLE					
No exposure	Low Exposure		Medium Exposure		High Exposure
0 hrs daily	0-2 hrs daily		2-4 hrs daily		4-8 hrs daily
0	1		2		3
PHYSICAL REQUIREMENTS					
All lifting to be undertaken using effective risk based manual handling techniques					
Sedentary work lifting 0 - 4.5kg	1	Elevating arms above shoulder height	0	Climbing to access / exit excavations	0
Light work lifting 4.5 - 9.1kg	0	Extend arms for reaching	0	Kneeling for extended periods	0
Medium work lifting 9.1 - 22.7kg	0	Sitting for extended periods	3	Crawling	0
Heavy work lifting 22.7 - 45.5kg	0	Standing for extended periods	1	Balancing	0
Repetitive Lifting	0	Walking for extended periods	1	Hearing above background noise	0
Pulling Loads > 5kg	0	Walking on uneven ground	1	Depth perception	2
Pushing loads > 5kg	0	Frequent bending / stooping	0	Colour vision	3
Lifting with trunk twisting	0	Shovelling / digging	0	Fine manipulation	0
		Throwing	0		
USE OF PERSONAL PROTECTIVE EQUIPMENT					
Safety boots / shoes	1	Dust Mask / Respirator	0	Reflective vest	1
Hard hat	1	Protective eyewear	0	Breathing Apparatus (BA)	0
Ear plugs / muffs	0	Gloves	0		
EXPOSURES					
CHEMICALS		CHEMICAL NAME/TYPE		BIOLOGICAL	
Dusts	0			Odours / Mists / Fumes	0
Liquids	0			Possible exposure to sharps	0
Herbicide spraying	0			Possible exposure Q Fever	0
Pesticide spraying	0			Possible exposure to Tetanus	0
Gases / Vapours	0			Possible exposure to Hepatitis A, B, C	0
Working with solvents	0			Possible exposure to blood / bodily fluids	0
				Possible exposure to plant pathogens	0
PHYSICAL/PSYCHOLOGICAL					
Inside work	3	Working near machinery	0	Slippery surfaces	1
Outside work	1	Operating machinery	0	Low light areas	0
Confined spaces	0	Vibration	0	Shift work	0
Working alone	1	Working at heights	0	Use of computer for screen-based activities	3
Working with hot substances	0	High Temperatures > 38 degrees	0	Prolonged Driving (periods > 2hrs)	0
Working with cold substances	0	Low Temperatures < 3 degrees	0	Violence/aggression from customers	1
Noisy work areas	0	Fatigue	0	Threat/attack from animals / wildlife	0