

Position/s Description

**Coordinator Civil Projects and Engineering Programs
(POS2804)**

Directorate Department	Operations – Civil Projects and Engineering Programs
Reports to	Director Operations
Number of Direct Reports	16
Position Grade	18
Employment Type	Permanent Full-time 35 hours/week
Primary Location	Rose Street Depot
Date Approved	March 2026

Our Culture

We believe in the future of Liverpool and that our future is best described in the Community Strategic Plan (CSP).

We're a connected team with a shared purpose, determined to get the best results on the things that matter most for our community and people. We live our culture with a mindset of "A better way – every day."

**WORKING
TOGETHER**



**COMMUNITY
FOCUS**



ACCOUNTABILITY



**GROWTH &
DEVELOPMENT**



INNOVATION



Intent and Primary Purpose of the Position/s

To undertake the project lifecycle responsibility and activities for Council's Civil infrastructure capital works projects and programs through application of asset management strategies, policies, systems and programs for Council owned infrastructure assets through their lifecycle. The primary purpose of this position is to lead and manage the full lifecycle delivery of Council's civil infrastructure capital works programs and projects in accordance with approved scope, budget, timeframes, legislative requirements and technical standards.

The role is responsible for the strategic planning, development, coordination and delivery of high-quality road, drainage and floodplain infrastructure assets that meet community expectations and statutory obligations. This includes ensuring effective project governance, risk management, financial control and stakeholder engagement across all stages of the asset lifecycle.

The position contributes to the development and implementation of asset management strategies, policies and long-term financial planning to ensure sustainable, value-for-money infrastructure outcomes. It also plays a key leadership role in building team capability, fostering continuous improvement and maintaining strong relationships with internal and external stakeholders, funding bodies and contractors.

Position Outcomes and Accountabilities	
Outcomes Delivered	Performance Standard
Delivery of civil infrastructure capital works programs and projects	Projects delivered on time, within budget and to agreed scope, quality and compliance standards
High quality road, drainage and floodplain assets	Infrastructure meets relevant engineering standards, legislative requirements and community expectations
Effective project and program governance.	Risk, issues and change control registers maintained and actively managed; compliance with Council policies and project management frameworks
Financial management and budget control	Capital budgets prepared, monitored and managed within approved delegations; accurate forecasting and contribution to LTFP
Legislative and regulatory compliance	All works comply with relevant WHS, environmental, procurement and statutory requirements
Prepare, manage and control programs and projects budgets.	Financial resources are managed effectively within approved budgets and delegations.
Contractor and consultant performance management	Contractors and consultants meet contractual, safety, quality and performance requirements.
Contribute to Council' s strategic and financial planning, including DPOP and LTFP.	Asset and capital priorities are accurately reflected in Council planning and forecasting.
Manage stakeholder engagement across programs, projects and programs delivery.	Stakeholders are effectively engaged to support successful outcomes.
Team leadership and capability development	Effective supervision and performance management of staff; training needs identified and development plans implemented.
Reporting and governance	Workforce capability aligns with current and future service needs.
Continuous improvement in asset and project delivery	Implementation of improved systems, processes and practices that enhance efficiency, governance and service outcomes

Decision Making Authority and Responsibilities

Decision Making

- Decisions with delegated authority as granted by CEO.
- Review, analyse and approve relevant documentation and purchase orders within delegation.
- Manage team performance and operational priorities.
- Prepare, manage and control budgets and authorise expenditure within delegation.
- Identify, manage and mitigate risks and issues.
- Manage contractor performance and key stakeholder relationships to achieve outcomes.

WHS Responsibilities

- Responsibilities aligned with Council's WHS Management System, ensuring a safe system of work for employees, contractors and the community.

Financial Delegation

- As per relevant delegation schedules.

Key Relationships

Who

Why

Chief Executive Officer, Directors and Managers

- Strategic alignment, governance and decision-making.

Team Leaders, Project Managers and Coordinators

- Operational delivery, performance management and collaboration.

Consultants and Contractors

- Delivery of capital works, maintenance and specialist services.

Internal and External Stakeholders

- Coordination, consultation and stakeholder management across projects and services.

Position Requirements

Qualifications, Knowledge, Skills and Experience

Essential:

Qualification:

- Tertiary qualification in Civil Engineering or equivalent with eligibility for membership of the Institute of Engineers Australia.
- Construction Industry Induction (White Card).
- Class C Driver Licence.

Experience:

- Extensive experience in civil infrastructure projects and programs delivery within budget, time and quality standards
- Experience across local government, state government and private sector construction environments.

	• Extensive experience in developing budgets, policy, strategies, plans and programs associated with the management of infrastructure assets • Strong contractor management, procurement and tendering experience. • Experience in the coordination/supervision of a professional/technical civil infrastructure team • Communication & presentation of material and information to a broad range of stakeholders including community groups, elected representatives and senior management. Knowledge and Skills • Knowledge of the principles of Total Quality Management and application of Risk Management • Understanding of the interaction between Federal, State and Local Governments in the funding of transportation solutions • Understanding of the characteristics of different infrastructure solution alternatives, their impacts and appropriateness to solving infrastructure issues in local government • Civil engineering standards & specifications • Strong understanding of project management, WHS, risk management and EEO principles. • High-level written and verbal communication, negotiation and stakeholder engagement skills. • Ability to manage multiple complex projects within time, budget and quality constraints. • Sound knowledge of ethical practice and multicultural diversity.
Desirable (if applicable):	• Postgraduate qualifications in Project Management, Asset Management or Building Construction. • Advanced financial and budget management skills. • Strong people leadership and team development capability. • Negotiation, mediation and conflict resolution skills. • Business and strategic planning experience.

Signature

By signing below, I understand the contents and expectations of this position description.

Name

Signature

Date

Capabilities for the position

The capability framework outlines the capabilities needed by everyone to work well and be effective in their position. They are expressed as behaviours to provide clarity and a common language to describe the skills and abilities to perform a position at Council.

Core Capabilities <i>Applicable to all positions</i>	Description
Developing Self	Seeks growth opportunities, embraces feedback, and enhances skills and knowledge.
Being Accountable	Takes ownership of actions, delivers on commitments, and ensures transparency and responsibility.
Acting with Integrity	Behaves ethically, upholds values, and acts in the best interest of the organisation and community.
Communicating Effectively	Expresses ideas clearly, listens actively, and tailors communication to the audience's needs.
Working Collaboratively	Works well with others, builds teamwork, and fosters a supportive environment.
Having Resilience	Bounces back from adversity, maintains positivity, and performs effectively under pressure.
Focus Capabilities <i>Most important to be effective in position</i>	Description
Commercial Nous/Acumen	The ability to apply business insight, strategic thinking, and practical solutions for competitive advantage.
Using Data for Decision Making	Collects, analyses, and interprets data to ensure evidence-based, accurate, and effective decision-making.
Influencing and Negotiating	Communicates persuasively, uses negotiation skills, builds consensus, and resolves conflicts constructively.
Thinking Innovatively and Creatively	Encourages new ideas, fosters innovation, and seeks opportunities for creative problem-solving and improvement.
Building Relationships	Establishes positive relationships, builds trust, and fosters partnerships to achieve common goals.
Delivering Outcomes	Sets ambitious goals, measures progress and adapts strategies to ensure effective achievement of objectives.
Focusing on the Community	Provides high-quality service, seeks feedback, and anticipates community needs.
Using Technology and Building Digital Literacy	Adopts technology, enhances productivity, stays updated on advancements, and promotes digital literacy.
People Management Capabilities <i>Required for leadership positions</i>	Description
Inspiring Direction and Purpose	Provides clear vision, motivates others, aligns team efforts with objectives, encourages and empowers achievement.
Managing People	Guides team members, provides feedback, recognises efforts, develops talent, and fosters an inclusive culture.
Managing Reform and Change	Drives organisational change, aligns with goals, engages stakeholders, monitors progress, and adjusts strategies.
Optimising Outcomes	Analyses processes, identifies improvements, implements strategies for efficiency, and uses data for informed decisions.
Practising Sustainability	Implements sustainable practices, balances economic, social, environmental factors, and advocates long-term sustainability goals.
Valuing Diversity and Inclusion	Promotes an inclusive environment, respects diverse perspectives, and advocates for equity and inclusion.