

POSITION DESCRIPTION

COMMUNITY INFRASTRUCTURE PROJECT MANAGER

POSITION DETAILS

Date of Position Description	September 2026
Position Title	Community Infrastructure Project Manager
Position Grade	15
Directorate Business Unit	Community & Culture Community Infrastructure
Reports to	Executive Director, Community & Culture
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements

POSITION OVERVIEW

The Community Infrastructure Project Manager will manage a program of cultural and community projects that enable Community & Culture to deliver services throughout the City of Parramatta that increase customer satisfaction and productivity.

This project management role is accountable for managing the successful client-side delivery of a range of important projects from inception, business readiness through to project completion and asset occupation. These projects can cover a range of items, including people, process, business systems and capital works.

The Community Infrastructure Project Manager will be responsible for the management and delivery of a range of strategic business projects within the enterprise and the cultivation of a culture of confidence and engagement with their assigned projects.

KEY RESPONSIBILITIES

- Lead and manage projects using robust, proactive and contemporary project management methodology, controls, risk management and reporting to ensure projects meet the approved scope and agreed expectations.
- Manage the delivery of a diverse program of projects ranging in size, nature, and significant complexity and interdependencies, from initiation to operational handover.
- Lead and co-ordinate diverse and multi-faceted project teams and stakeholders, including ICT, Capital Works, consultants to deliver the programs of work.
- Manage project schedules including critical paths, milestones, interdependencies, baselines and forecasts, estimates / actuals data and present such data in a coherent format to a range of audiences, including Project Sponsors, Project Control Groups, Project staff and stakeholders.
- Manage Project Risks and Issues data and registers, presenting information in a coherent format to a range of audiences, including Project Sponsors, Project Control Groups and Project staff.
- Define and manage project dependencies, both within the project as well as BAU and other ongoing enterprise initiatives
- Direct and manage project resources including teams and budgets and manage project risks to ensure successful delivery of all associated sub-projects across all project phases.

- Manage the procurement process and contraction negotiation, administration and execution to ensure contractual obligations are met.
- Ensure applications are secured in accordance with organisational policies and in accordance with industry best practice
- Ensure that all practices are up to date with current and pertinent legislation, statutory regulations and better practice to ensure a subject-matter-expert mindset is adopted and promoted to all stakeholders.
- Promote continuous improvement and innovation in practices, optimisation of technology, procedures and recommendations with the aim of providing better service to the client base in line with the organisation's values.
- Direct and oversee funds and budget development for Project deliverables
- Communicate effectively to the Project Control Group, Leadership, Executive team and Council and represent the Service and Unit at Council meetings, community meetings and public forums as required.
- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities.
- Actively lead and manage reasonable care of the health and safety of yourself, employees, visitors, contractors and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Champion customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
- Perform duties and engage in projects as required by your leader.

KNOWLEDGE

Qualifications

- Degree qualifications in a relevant discipline such as project management, engineering, business administration and / or equivalent knowledge or experience
- Current Project Management Practitioner Accreditation, ideally Agile, Prince2 or PMBOK

Experience

- Extensive demonstrated experience in project-based roles implementing Business Systems in a government context, inclusive of the following:
- Significant experience in client side / non-technical Project Management roles in a government context, ideally in the frontline service delivery, operational readiness or Business system space.
- Documentation and development of functional specifications and requirements documentation.
- Developing and delivering Project Plans from initiation to completion, including the development of project documentation such as functional briefs, specifications, and business cases to a high standard to meet financial and other business performance criteria.
- Experience working within complex and large-scale projects applying a range of project methodologies to manage critical paths, milestones and baseline forecasts, estimate & actuals.
- Demonstrable detailed understanding of the relevant legislative and regulatory requirements applicable to the designated area and the ability to practically apply this knowledge.

Skills

- Experience in Project establishment, including tasks such as financial modelling and business case development

- Experience in managing critical paths, milestones and baseline forecasts, estimate / actual data and presenting such data in a coherent format for a range of audiences, including senior management, project team members
- A high degree of computer literacy, including the use of Microsoft Project, SharePoint and Excel at an intermediate or advanced level
- Influence and persuade others with a fair and engaging approach and technique.
- Initiate and build strong relationships of trust and credibility.
- Apply advanced problem solving and decision-making ability including experience in working with leaders to resolve high priority, and often sensitive and complex issues and conflict.
- Continuous learning mindset to maintain subject-matter-expert knowledge and confidence in designated area of expertise.
- Execute with quality and confidence in all environments.
- Communicate with exceptional written and oral communication skills and select and apply appropriate communication strategies effectively.