

POSITION DESCRIPTION

SENIOR PROJECT MANAGER - BUSINESS SPECIAL PROJECTS

(3 Year Term Contract)

POSITION DETAILS

Date of Position Description	August 2026
Position Title	Senior Project Manager Business Special Projects
Position Grade	18
Directorate Business Unit	Office of the CEO
Reports to	Group Manager Business Improvement & Assurance
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements
Job Location	9 Wentworth Street, Parramatta (Council retains the right to alter locations should the operational need arise)

POSITION OVERVIEW

The Senior Project Manager Business Special Projects is responsible for coordinating multidisciplinary teams across Council to deliver Council's strategic objectives related to business improvement projects, specifically but not limited to the 'Reflect, Respond, Recover' plan following the ICAC Public Inquiry and Council's Financial Sustainability Review.

This position is accountable for coordinating project groups to drive, deliver and facilitate project initiatives and approaches in a holistic manner and report project outcomes to an executive and Councillors audience.

KEY RESPONSIBILITIES

Role specific

- Coordinate project groups across the organisation aligned with Council's adopted plans
- Ensure coordinated solutions to Council's issues and needs to maximise impacts.
- Drive business improvement outcomes within a positive and constructive workplace culture.
- Initiate and oversee program implementation and administration activities, outputs, and results. This includes tracking progress, risks, issues, controls, costs, recommendations and evidence of completion.
- Provide expert advice to the Group Manager Business Improvement and Assurance and other members of the project group.
- Engage deeply with key stakeholders such as workstream sponsors, workstream leads and SMEs to develop and oversee PCG outputs.
- Apply structured, best-practice techniques to develop and manage change programs that support project initiatives.
- Develop and drive strategies, that are aligned to the organisation's vision from executive level focus right through to frontline leadership and manage resistance.

- Interpret, present, and communicate regular reports and other formal documents for relevant audiences, including Council.

Baseline

- Coordinate a team of subject matter experts both internally and externally to promote accountability and alignment towards achieving desired organisational outcomes.
- Monitor the function's annual budget.
- Ensure that all practices are up to date with current and pertinent legislation, statutory regulations.
- Apply knowledge, best practice, innovation and subject-matter expertise to promote continuous improvement and contribute towards the growth and maturity of the organisation whilst delivering the project plan
- Build in performance metrics and mechanisms to identify early visibility of risks to enable mitigation approaches.
- Actively lead and manage the health and safety of all stakeholders including yourself.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Champion organisational values and organisational effectiveness, by acting ethically, honestly and with fairness.
- Comply with Council policies as amended from time to time.

KNOWLEDGE

Qualifications

- Degree Qualified Change Management, Project Management or a demonstrably related discipline

Experience

- Extensive project management experience delivering business improvement.
- Demonstrative experience in developing, engaging and leading diverse Project Control Groups
- Proven experience developing, leading and delivering organisation wide change programs and achieve sustainable cultural and behavioural change.
- Ability to work in a complex, politically sensitive and changing environment.
- Demonstrated experience developing and implementing strategic improvement plans, organisational roadmaps or transformation programs with measurable outcomes.
- Experience providing high-level advice and preparing reports, briefing papers and presentations for Executive Leadership Teams and governing bodies.
- Demonstrated experience managing project scope, budget, timelines, risks, dependencies and stakeholder expectations
- Demonstrated experience working within a highly regulated public sector environment with sound knowledge of governance, legislative and compliance obligations.

Skills

- Demonstrated planning skills including the ability to develop written action plans with clearly defined objectives and strategies that respond to identified needs both current and future.
- Exceptional ability to communicate, negotiate, build relationships, and influence others with an engaging approach and technique.
- Culturally inclusive, experience leading and influencing a diverse workforce and stakeholder group.
- Advanced problem solving and decision-making ability, including confidence in working with leaders to resolve high priority, and often sensitive and complex issues and conflict.



- Highly advanced change management leadership within a highly complex stakeholder environment.
- Highly developed commercial skills including business planning, human resources,
- Lead the development and management of customer and stakeholder relationships.