



Mansfield Shire

# Position Description

Project Officer  
Recovery

High Country, Lakes and Rivers



# Project Officer Recovery

**Vision** - Together we work with our community to make Mansfield Shire an even better place.

**Mission** - As one team, we plan, engage, communicate and deliver for our community.

Position Number	Classification	Date
43.6	Band 6	March 2026
Unit	Enquiries	Status (FTE)
Capital Works and Operations	Manager Capital Works & Delivery	1.0

## Position Overview

The Project Officer Recovery is responsible for the planning, development and coordination of capital works projects funded through the January 2026 Bushfires Recovery Program (AGRN 1242). The position focuses on developing projects from concept through to procurement-ready status by coordinating investigations, stakeholder engagement, design, approvals and funding requirements, ensuring projects are well planned, deliverable and aligned with Council's strategic objectives and grant funding requirements.

## Key Accountabilities

- ▶ Planning, investigation, concept development and detailed design of capital works projects funded through the January 2026 Bushfires Recovery Program (AGRN 1242), including priority projects at Mansfield Showgrounds, Mansfield Racecourse, Merton Recreation Reserve, Bonnie Doon Community Centre and Mansfield Sporting Complex.
- ▶ Prepare, or arrange the preparation of, project briefs, concept designs, plans, specifications, technical documentation, cost estimates and procurement-ready documentation in accordance with recognised industry standards, Council requirements and relevant legislation.
- ▶ Procure, organise and manage consultants to ensure quality, timely and cost-effective project outcomes.
- ▶ Undertake procurement and contract administration activities associated with assigned projects, including the preparation of tender documentation, evaluation reports, contract recommendations, monitoring consultant and contractor performance, assessing payment claims and variations, and escalating matters requiring higher-level approval or contractual determination.
- ▶ Develop and maintain project programs, budgets, risk registers, progress reports and project documentation to support effective planning, decision making and project governance.



- ▶ Collaborate with emergency service organisations, government agencies, Traditional Owners, service authorities, community groups, user groups and other stakeholders to ensure projects support community recovery, resilience and emergency preparedness
- ▶ Assess existing community infrastructure and identify opportunities to improve functionality, accessibility, resilience and long-term performance through the delivery of strategically planned infrastructure projects.
- ▶ Monitor project delivery against approved scopes, budgets, funding agreements and timeframes, ensuring all activities comply with the requirements of the January 2026 Bushfires Recovery Program (AGRN 1242) and support successful grant acquittal.
- ▶ Promote and monitor compliance with occupational health and safety requirements, environmental obligations, relevant legislation, Council policies and recognised industry standards throughout the planning, design and delivery of assigned projects.
- ▶ Maintain accurate project records, provide high quality advice and customer service to internal and external stakeholders, contribute to the continuous improvement of Council's project delivery systems, and undertake other duties within the scope of the position, skills and competence of the incumbent as directed by the Manager.

## Organisational Relationship

### Reports to

Coordinator Capital Works & Operations

### Supervises / Manages

Nil

### Internal Liaisons

All other staff

### External Liaisons

- ▶ State Government Departments and Agencies
- ▶ Local Governments and Boards
- ▶ Relevant Community Groups and organisations
- ▶ General public, residents, and ratepayers
- ▶ Contractors and Consultants

## Our Values

Leadership &  
Advocacy

Engagement  
&  
Collaboration

Integrity &  
Respect

Improvement  
&  
Innovation

## Specialist Knowledge and Skills

### Knowledge of:

- ▶ Council Plan.
- ▶ Project Management in relevant environment.
- ▶ Local government and statutory requirements.
- ▶ Project budget control and project scheduling.

### Skills and Competencies

- ▶ Extensive practical experience in the supervision/co-ordination of a diverse range of construction projects including drainage and roadworks.
- ▶ Knowledge of project budget control and project scheduling.
- ▶ Demonstrated negotiation skills within a contractual framework.
- ▶ Demonstrated ability to co-ordinate activities with multiple stakeholders across a range of locations.
- ▶ Problem solving, including application of approaches that may be outside main stream practice.
- ▶ High level computer skills.
- ▶ Well-developed administrative skills.

## Qualifications and Experience

### Experience

- ▶ **Mandatory:** 5 years' practical experience in waste or landfill management, or in supervising or coordinating a diverse range of related projects.
- ▶ **Desirable:** Previous experience in the evaluation and review of proposed developments and/or subdivisions.

### Qualifications

- ▶ Tertiary qualifications in a related discipline.
- ▶ Current Victorian drivers licence.

## Key Selection Criteria

- ▶ Experience in a similar working environment with demonstrated skills in the areas of project management, contract management, and remediation supervision.
- ▶ Substantial technical knowledge in construction and environmental principles.
- ▶ Demonstrated capacity to ensure project and contract specifications are met.
- ▶ Demonstrated initiative, assertiveness, and team camaraderie.
- ▶ Excellent communication, interpretive, and problem-solving skills.
- ▶ Computer skills including in Microsoft Word, Microsoft Excel, and GIS applications.
- ▶ Ability to work independently.
- ▶ Excellent report writing and report presentation skills, including correspondence preparation.
- ▶ Demonstrated commitment to quality customer service.

## Position Descriptors – Band 6

### Organisational Accountabilities

- ▶ Ensure that the Mansfield Shire Council Code of Conduct and all policies and procedures are adhered to.
- ▶ Support organisational development and continuous improvement initiatives within the Council.
- ▶ An understanding of the principles of risk management and their application to all Council activity.
- ▶ Provide quality customer service by providing accurate information on Council products and services, communicate with customers in a friendly and courteous manner, effectively manage their enquiries and complaints and deliver timely punctual and reliable service.
- ▶ Commitment to and implement the Council Plan and Annual Business Plan of Council.
- ▶ Work cooperatively and ensure positive communication and relationships with all staff across all Units.
- ▶ Ensure that full and accurate records of activities and decisions are created and captured and observe records management procedures in accordance with Council policy.
- ▶ Ensure Occupational Health & Safety (OH&S) and Human Resource Management procedures and practices are adhered to in line with organisational requirements including contractor risk management and OH&S accountabilities.
- ▶ Providing assistance with Municipal Emergency Services as required.
- ▶ A commitment to the principles that support the safety and wellbeing of all children

### Management Skills

- ▶ Proven ability in project management, managing time, setting priorities, planning and organising one's work.
- ▶ Knowledge of, and ability to implement personnel practices including equal opportunity and health and safety.
- ▶ Demonstrated ability to establish and maintain productive relationships with staff, community, internal and external stakeholders.
- ▶ Ability to apply initiative and innovative thinking to organisational problems.
- ▶ Appropriate skills to achieve the annual business plan and strategic performance objectives set for the position.

### Judgement and Decision Making

- ▶ The majority of work is well defined and the duties carried out independently however the nature of the role draws on specialised methods, procedures and processes developed from theory or precedent
- ▶ Problem solving may involve the application of these techniques to new situations and guidance and advice is usually available.

### Accountability and Extent of Authority

- ▶ Freedom to act is set by clear objectives, policies and budgets and is subject to specific delegations and frequent consultation with the Senior Accountant and Manager Business and Performance.
- ▶ Provides assistance with the development of policy and procedure drawing on investigative and analytical abilities within area of specific expertise.
- ▶ Authorised to approve expenditure on relevant accounts as determined by the Manager Business and Performance.

### Interpersonal Skills

- ▶ Demonstrated ability to engage and build strong relationships with Council, clients, members of the public, other employees, and representatives of other organisations.
- ▶ High level interpersonal and written communication skills together with public relations experience.
- ▶ Capacity to deal with sensitive issues, maintain confidentiality and protect privacy.
- ▶ Ability to persuade, convince and negotiate with clients, authorities, stakeholders and other staff members and plan and manage meetings.
- ▶ Demonstrated commitment to quality customer service.
- ▶ Liaise with counterparts in other organisations to discuss specialist matters and with other employees in other functions within Council to resolve intra-organisational problems.

### Organisational Context

The Mansfield Shire Council organisational structure has been developed with the following departments reporting directly to the CEO:

- ▶ Community Health & Wellbeing
- ▶ People, Communication & Governance
- ▶ Capital Works & Operations
- ▶ Investment & Planning Services.
- ▶ Business & Finance

This structure has been designed to ensure a clear focus on the delivery of best value services and to utilise the skills and experience of staff in the most effective manner.

### Diversity and Inclusion

- ▶ Mansfield Shire Council is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.
- ▶ We value inclusion and diversity within our workforce and our community, supporting the invisible and visible qualities of all who walk through our doors. As an employee of Mansfield Shire Council, you will respect and show kindness to all regardless of ethnicity, sexuality, identity or any other protected attribute.

# How to apply

- 1 Cover letter**

Prepare a cover letter providing a snapshot of why you are interested in the position and the reasons we should hire you. Include any required information that has been outlined in the job advertisement. Your cover letter should be no longer than one page in length.
- 2 Key selection criteria**

Respond to the list of key selection criteria clearly demonstrating how your qualifications and/or experience would help you to meet the requirements of the role. **Please ensure that you address all key selection criteria contained within the position description.** This document should be kept to a maximum of two pages if possible.
- 3 Resumé**

Provide your up to date resumé containing a summary of your skills, employment history, experience, knowledge and abilities. A good resumé will be tailored to the position you are applying for with emphasis on the skills and experience that directly relate to the role.
- 4 Submit your application by the closing date**

Once you have collated the necessary documents, visit the Mansfield Shire Council's 'Information for Applicants' web page at [mshire.co/applicant-information](http://mshire.co/applicant-information), for information on how to submit your application. All information must be received by Council prior to the advertised closing date.

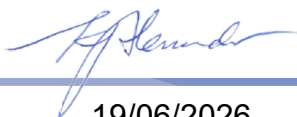
For more information please contact:

Greg Aldridge, Manager Capital Works & Operations on 0429 604 574

More detailed information on how to apply is available at [www.mansfield.vic.gov.au/council/work-with-us/information-applicants](http://www.mansfield.vic.gov.au/council/work-with-us/information-applicants) including tips for addressing key selection criteria, writing a cover letter and resumé.

## OFFICE USE ONLY

Authorised by CEO:



Employee's  
Signature

Date:

19/06/2026

Employee's  
Name

Date: / /



Mansfield Shire