

PROJECT OFFICER CAPITAL RENEWAL DELIVERY
Contract
Full Time
Salary Range – Grade 4
\$ 92,941 - \$ 99,761 p/a



About Us

We are proud of what we achieve for our community, and we empower and value our staff by recognising achievements and delivering on our promises. We are respectful, innovative and easy to do business with and we engage our community to inspire progress and build a future. We enjoy what we do!

About the Opportunity

We're looking for a **Project Officer Capital Renewal Delivery** to join the Engineering Team, reporting to the Senior Project Manager, Infrastructure Delivery. This role provides coordination and delivery of capital renewal projects across transport and community assets, including scoping, budgeting, design, procurement, contractor management, community consultation, and technical support to other project managers.

This is a **five** (5) year fixed-term position.

What You'll Do:

- Collaborates effectively with stakeholders and contractors, supporting strong relationships and consultation across communities, staff and elected members.
- Provides expert project management guidance, WHS inductions and quality oversight to ensure safe, compliant and customer-focused project delivery.
- Monitors project progress, resolves issues, prepares reports and contributes to organisational project management systems, procedures and continuous improvement.
- Supports budgeting, cost monitoring, estimates, funding requirements and departmental submissions to ensure timely, on-budget, high-quality outcomes.
- Actively develops personal capability and listens to peer and community needs to strengthen professional growth and engagement.

What We're Looking For:

- Tertiary qualifications or significant experience in a related field (essential).
- A qualification in project management or equivalent experience (highly desirable).
- Holds an unencumbered Australian driver's licence.
- Experience in managing multi-faceted projects.
- A strong knowledge and understanding of project management principles and methodologies.
- Proficient in the use of Microsoft Office and experience in using corporate digital applications.

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What we offer:

- Flexible working options
- Career development opportunities
- Health and wellbeing programs
- Attractive and competitive remuneration
- Recognition of achievements
- Vehicle Salary Packaging
- Paid parental and partner leave
- Employee Assistance Program

To Enquire and Apply:

To find out more about the role contact **Muni Krishna** on 0482 496 022

Only applicants who address and meet the essential criteria in the Position Description will be considered.

Applications close at 9am on Monday, 2 March 2026.

Candidates may be required to undertake DHS Screening.