

Employment Information Package

Team Leader Project Management Office

Position number: POS1936

Enquiries:

Name: Julie Maule

Position: Senior Leader Corporate Planning and Strategy

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Application closing date: MONDAY 17 AUGUST 2026



City of
LAUNCESTON

Shaping
Futures

Contents

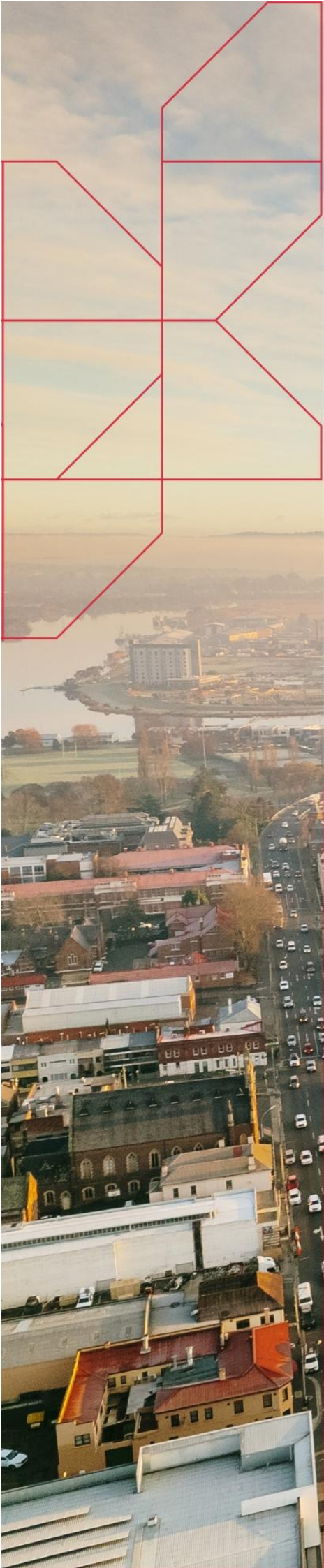
About the City of Launceston	3
City of Launceston Organisational Structure	4
Organisational Values	5
Information for Applicants	6
Recruitment Steps	7
General Conditions of Employment	8
Position Description	9

Address applications to:

Senior Leader People, Governance and Safety
City of Launceston
PO Box 396
LAUNCESTON TAS 7250
Email address: contactus@launceston.tas.gov.au

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.





About the City of Launceston

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents.

Our city is human scale. A series of green and wild spaces linked by heritage streetscapes and thoughtful adaptations. A real blend of old-world and new, tradition and innovation.

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 71,000 residents.

The City of Launceston is Tasmania's largest municipal council in terms of population and revenue. Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

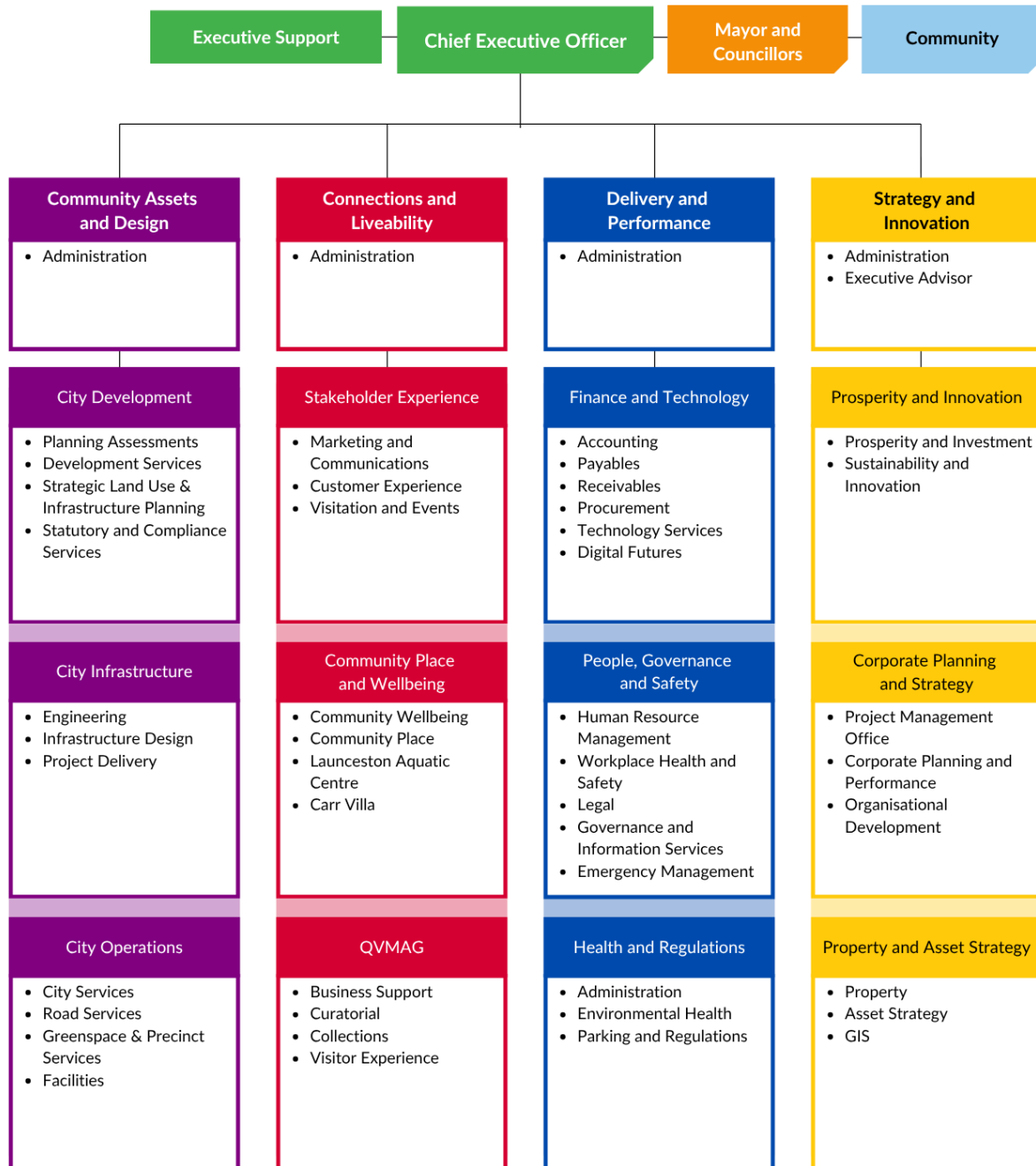
The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

Click [here](#) to view City of Launceston's strategic and annual reporting.

The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government. An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.

Employee benefits offered by the City of Launceston include:

- Depending on your role, you may have access to a 4 day compressed week or 9 day fortnight
- Our employees have access to discounted health insurance options through St Luke's Health and BUPA.
- Employees have access to a free EAP service, which provides support and counselling for personal and work related issues, coaching and advice for leaders and counselling assistance for immediate family members.
- We are committed to fostering a flexible and supportive working environment. While flexibility may vary depending on the nature of each role and operational requirements, we aim to work with our employees to find arrangements that are practical, sustainable, and mutually beneficial.
- Access discounts through Fitness Passport, Solstice Energy, MyState Bank, Launceston Aquatic Centre and the QVMAG Gift Shop.
- Employees have access to purchase additional leave.



Organisational values

At the heart of our organisation are our four organisational values. Our employees are expected to adhere to, support and promote our values at all times.

Our aim is to attract and retain people who share our values and want to be a part of our positive workplace culture. Before submitting your application, please review our values and decide if they are a good fit for you.



OUR PEOPLE MATTER

- We value clear and open communication
- We support and encourage each other
- We respect diversity
- We recognise individual needs, experience and strengths



WE CARE ABOUT OUR COMMUNITY

- We take pride in our work and pursue a standard of excellence
- We genuinely listen, and value collaborative relationships
- We strive towards the best outcome for our community
- We make responsible and sustainable decisions



WE BRING AN OPEN MIND

- We actively seek opportunities to continuously improve
- We respect and explore different ideas and perspectives
- We embrace change that leads to positive outcomes
- We value innovation and creativity



WE GO HOME SAFE AND WELL

- We show care for people and look out for one another
- We speak up and support others to be healthy and safe
- We take personal responsibility for our own health and wellbeing
- We value work-life fit

City of Launceston adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people.

Information for applicants

At the City of Launceston, diversity isn't just something we celebrate — it's key to our success.

The most welcoming and innovative workplaces thrive because of diverse perspectives, backgrounds and experiences. That's why we welcome people of all identities, abilities, and cultures to be part of our team.

Even if you don't think you tick every box, we encourage you to have a go at telling us about yourself by addressing the selection criteria and apply. We're committed to creating an inclusive, flexible and supportive environment where everyone has the opportunity to succeed and contribute to something bigger — our community.

Join us and help shape a city that reflects the diversity, energy and potential of the people we serve.

City of Launceston adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people.

Please read this information carefully, as it will help you with the preparation of your employment application.

When applying for this position, you must provide the following documentation:

1. Covering letter
2. Statement addressing the selection criteria (highlighted criteria only)
3. Resume

The online Application for Employment can be [accessed here](#) (you will be asked to attach your supporting documentation)

1. Your covering letter should introduce you and explain why you are applying for the role.
2. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

Please see information here on how to address the [Selection Criteria](#).

3. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact the Human Resources Team via email at contactus@launceston.tas.gov.au, noting your preferred method of communication and contact details and a member of the team will be in touch.

Recruitment steps

1. Application received

- Former employees will be subject to relevant internal checks as part of the recruitment process

2. Shortlisting

- Shortlisted applicants will be contacted by telephone or email to arrange an interview.
- Unsuccessful candidates will be advised by email.

3. Interview

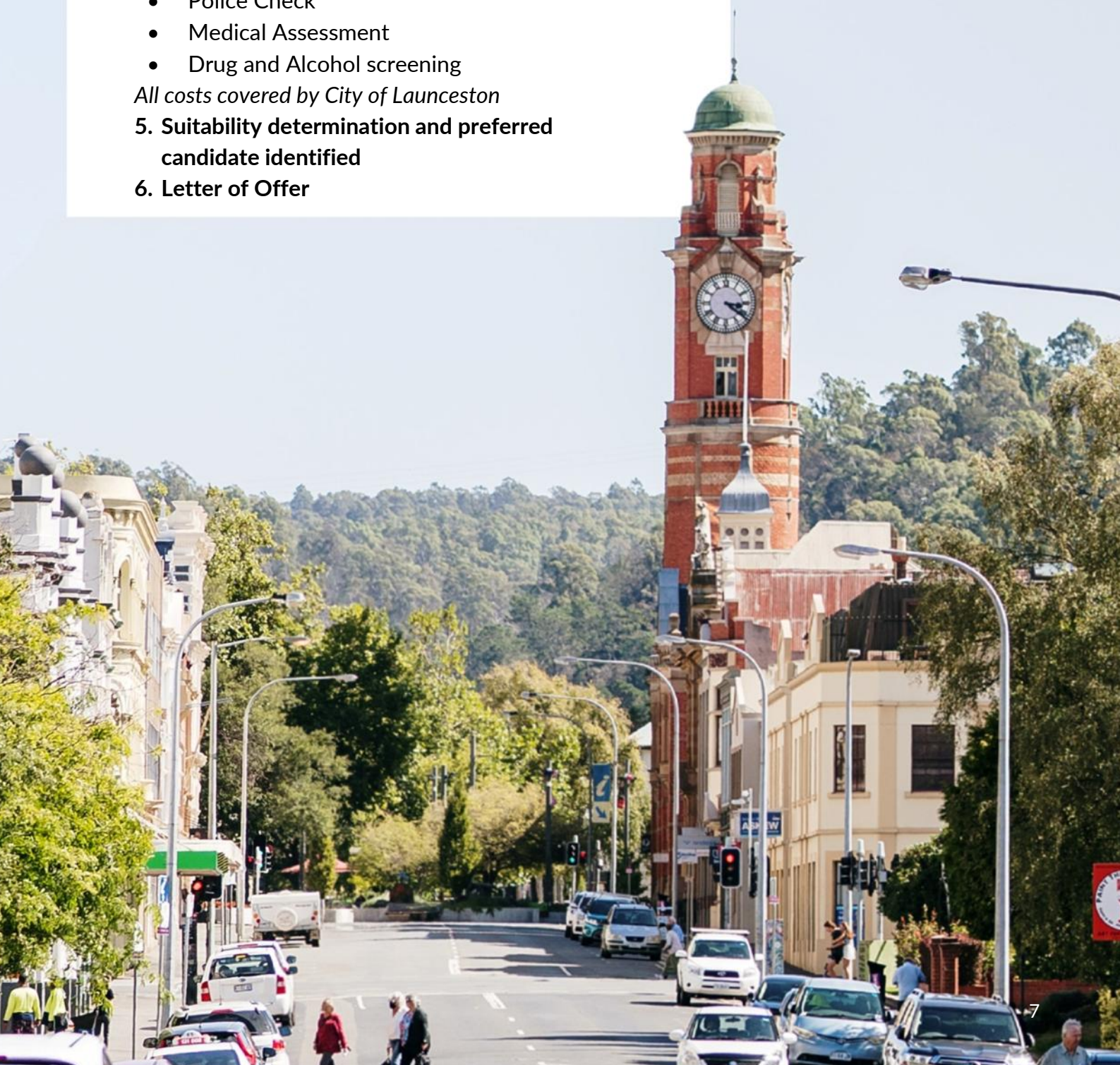
4. Pre-Employment Checks:

- Reference Check
- Police Check
- Medical Assessment
- Drug and Alcohol screening

All costs covered by City of Launceston

5. Suitability determination and preferred candidate identified

6. Letter of Offer



General conditions of employment

Position title	Team Leader Project Management Office
Employment terms	Permanent full time
Working pattern	4-day compressed week or 9-day fortnight, subject to operational requirements. (76 hours per fortnight)
Total remuneration	\$158,613 per annum*
	<i>*Total remuneration includes superannuation, as detailed below</i>
	Base salary \$137,625
Superannuation	Employer contribution of 15.25%

Probationary period

All new employees covered by the City of Launceston Enterprise Agreement 2026 are subject to a three-month probationary period, which provides an opportunity for both you and the Council to assess your suitability for the role, including performance, behaviour and alignment with our Values. During this time, you will receive regular feedback and support. The probationary period may be extended by up to a further three months if required, in line with the Enterprise Agreement and Organisational Policy.

- **Annual leave:** employees are entitled to four weeks (pro-rata for part-time employees) annual leave per year, plus leave loading. Additional annual leave can be purchased or accessed at half pay.
- **Personal leave (for sick and carer's leave):** employees are entitled to 2 weeks (pro-rata for part-time employees) personal leave per year, if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.
- **Paid parental leave:** employees are entitled to 14 weeks paid (or 28 weeks at half-pay) parental/adoption leave for the primary carer; two weeks paid leave for the secondary carer.
- **Long service leave:** long service leave applies after seven years continuous service.
- **Wellness leave:** two days of Wellness Leave for full-time employees (pro rata for part-time employees) that can be used in addition to personal/carers leave for the general health and wellbeing of employees
- **Additional leave:** full-day leave for Launceston Cup Day, end-of-year shutdown leave (or equivalent for essential workers), IVF Leave, Gender Affirmation Leave, and generous allowances and loadings for eligible work conditions.

The City of Launceston Enterprise Agreement 2026 is available [here](#)

The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2022 is available [here](#)

Position Description

PF NUMBER:		POS NUMBER:	POS1936
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POSITION TITLE:	Team Leader Project Management Office
AWARD CLASSIFICATION:	Grade 8
EMPLOYEE:	
TEAM:	Project Management Office Corporate Planning and Strategy Strategy and Innovation
REPORTS TO:	Senior Leader Corporate Planning and Strategy
PREPARED BY:	Julie Maule
DATE:	July 2026

APPROVED BY:	
NAME:	Jane Lewis
POSITION:	Executive Leader Strategy and Innovation

POSITION PURPOSE (Why does this position exist)
The Team Leader Project Management Office provides leadership and coordination in the development, implementation and continuous improvement of the Project Management Office and project management frameworks, tools and practices across the organisation. The role ensures consistent governance, reporting and delivery of projects aligned with Council's strategic and operational priorities. It establishes policies, procedures and plans to support sustainable, data-driven management of the Project Management Office. The role provides expert support and oversight to project sponsors, managers and teams. It builds capability, enables transparency and supports projects to be delivered efficiently, safely and effectively across their lifecycle. The role also works closely with Finance to ensure alignment with the Long-Term Financial Plan and Annual Budget. It supports effective project budget management, monitoring, review and reporting, including grant management, milestone reporting and funding acquittal.

City of Launceston is a values-based organisation, which means that we employ people who share and display Our Values

OUR VALUES



Our people matter

- we value clear and open communication
- we support and encourage each other
- we respect diversity
- we recognise individual needs, experience and strengths



We care about our community

- we take pride in our work and pursue a standard of excellence
- we genuinely listen, and value collaborative relationships
- we strive towards the best outcome for our community
- we make responsible and sustainable decisions



We bring an open mind

- we actively seek opportunities to continuously improve
- we respect and explore different ideas and perspectives
- we embrace change that leads to positive outcomes
- we value innovation and creativity



We go home safe and well

- we show care for people and look out for one another
- we speak up and support others to be healthy and safe
- we take personal responsibility for our own health and wellbeing
- we value work-life fit

Accountabilities	Activities/Tasks include:	Success looks like ...
Leadership		
City of Launceston's Values	Behave in a way that supports the City of Launceston's values. • Our people matter • We care about our community • We bring an open mind • We go home safe and well	Demonstrates, through behaviour, an alignment to and an understanding of Our Values.
People Leadership	Engage and motivate employees, develop capability and potential in others and role model a safe and constructive culture, in line with Our Values. Communicate organisational goals, priorities and vision and recognise achievements. Communicate clearly and respectfully, listen and encourage input from others. Create an environment where our workforce adapts and responds to changing needs. Achieve results through efficient use of resources and a commitment to quality outcomes	Roles and responsibilities are clearly defined and understood. Clear performance standards and goals are set and monitored. Regular, clear and constructive two-way feedback is provided and received. Learning and developing opportunities are made available. A supportive and well-performing team environment is maintained.
Resource Management - financial, equipment, technology	Manage budget and procurement processes within authorisations and policy requirements and demonstrate financial responsibility. Use, allocate and maintain plant and equipment appropriately. Use technology and information to maximise efficiency and effectiveness.	Budgets are monitored and accurately maintained. Plant and equipment is fit for purpose. New and existing technologies are utilised effectively.
Service Planning & Delivery	Plan and prioritise work in line with organisational goals and adjust to changing priorities. Think, analyse and consider the broader context to develop practical solutions to solve problems. Encourage and suggest new ideas and demonstrate a commitment to continuous improvement. Achieve results through efficient use of resources and a commitment to quality outcomes.	The team is clear on their priorities. Work practices are continually reviewed and improved. Outcomes are reviewed, with successes recognised and mistakes becoming a learning opportunity. Customers are responded to and feedback is sought.

Accountabilities	Activities/Tasks include:	Success looks like ...
	Commit to delivering community focused services in line with strategic goals.	
Safety & Risk Management	Ensure safety and risk management practices form part of all work activities. Ensure the Safety Circle learnings are practiced and encouraged.	Safety and risk considerations are reflected in work activities.
Collaborate	Work collaboratively within your team and across other teams. Support delivery of the Team's strategic and annual plan actions. Work with other teams as relevant to technical role accountabilities.	Team meetings that encourage input from team members. Collaborative opportunities are sought across other teams.
Innovation	Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and other teams.	Improved work practices and projects.

Technical

Leadership and People Management	Lead, coach and develop a high-performing Project Management Office team and technical specialists. Foster collaboration, continuous learning and alignment with organisational values. Model City of Launceston's leadership expectations.	Team members are engaged, capable and accountable. A cohesive team culture supports innovation and shared success.
Project Governance and Frameworks	Maintain and improve Council's Project Management Framework, tools and templates. Ensure alignment with organisational strategy, risk management, procurement and reporting frameworks. Champion governance discipline in project planning, risk assessment and benefits realisation.	A clear and consistent framework underpins Council projects. Project governance supports reliable decisions.
Portfolio Management and Reporting	Coordinate Council's project portfolio to provide transparency, insight and alignment to the Strategic and Annual Plans. Develop portfolio reports for the Executive Leadership Team and Council. Track progress, risk, budget, benefits and portfolio data integrity.	Portfolio reporting is timely, reliable and supports informed decisions. Council's project pipeline is strategically aligned and well understood.
Capability Building and Support	Build project management capability through training, coaching and development programs. Deliver workshops, guidance tools and best-practice materials. Provide hands-on support for high-risk or complex projects.	Council demonstrates increased confidence and consistency in project delivery. Training and resources improve project quality and outcomes.

Financial and Performance Reporting	Partner with Finance to align project data with financial systems. Develop reports and dashboards to support project delivery, monitoring and review. Support accurate grant reporting, milestone tracking and funding acquittal.	Reporting is accurate, timely and supports strategic and operational decisions.
Stakeholder and Partner Engagement	Build strong relationships with senior leaders, sponsors and external partners. Facilitate collaboration across Networks to optimise resources and align priorities. Represent the PMO in internal forums and professional networks.	Stakeholder engagement supports effective project delivery. Strong partnerships enhance innovation and disciplined project management.

Work Safely with a Duty of Care for fellow employees and ensure procedural compliance	Perform all work in a safe manner in accordance with the City of Launceston's WHS Policy and Procedures While at work, a worker must – (a) take reasonable care for his or her own health and safety; and (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and (d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers. (Section 28 Work Health & Safety Act 2012)	
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Note: Whilst the key functions and responsibilities for the role are set out above, an employee may be directed to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.

SELECTION CRITERIA

POSITION REQUIREMENTS/COMPETENCIES

Organisational

- Community Focussed: considers community/customers in decision making
- Communicate and Engage: demonstrates self-awareness & encourages open discussions & contributions from others
- Create and Innovate: displays initiative & considers different ideas and perspectives
- Safety Focussed: takes responsibility for own and team's health, well-being and self-care

Position Specific

- **Manage and Develop People: Experience establishing a Project Management Office and project management framework. Lead, mentor and develop PMO team members as technical specialists.**

Financial Management: manages financial resources responsibly
Inspire Direction & Purpose: generates support and commitment to team and organisational goals
Work Collaboratively: works collaboratively within own team and across the organisation
Assess and analyse data, and prepare reports.
Strategic Project Leadership: aligns and champions PMO practices and frameworks with organisational strategy.
Governance and Assurance: applies sound governance principles across risk, reporting, monitoring and decision-making.

POSITION QUALIFICATIONS AND EXPERIENCE
Mandatory Qualifications / Licences/Registrations
Working with Vulnerable People Check - No
Class C drivers licence required - Preferred
Required Qualifications/Experience/Skills/Knowledge/capability
- Relevant tertiary qualification, or substantial relevant experience with the desire to undertake formal qualifications. - Experience leading or supporting a Project Management Office, or managing a portfolio of complex projects. - Demonstrated experience developing and embedding project management frameworks, systems and capability programs.
Desired Qualifications/Experience/Skills/Knowledge/capability
- Project management certification, such as PRINCE2, PMP or AgilePM, is highly regarded. - Experience in stakeholder engagement, reporting and change management within a complex environment. - Experience working with project management systems, reporting dashboards or portfolio tools.

REPORTING STRUCTURE	
Leader	Senior Leader Corporate Planning and Strategy
Direct Reports	5

KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc)	
Internal	Nature of Relationships
Executive and Senior Leadership Teams	Reporting and advice
Project Sponsors and Managers; Finance; Corporate Planning and Strategy; Organisational Development	Coaching, collaboration, advice and alignment
External	Nature of Relationships
Contractors, Consultants and Service Providers	Manage external relationships and ensure delivery aligns with Council policies and PMO frameworks.
Professional Bodies	Participant

DELEGATIONS & AUTHORISATIONS (Local Government Act, By-Laws etc)	
Purchasing Approvals	Limit \$25,000

Confidentiality

Employees are

- a) Able to access; or
- b) May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

By accepting this position the employee undertakes:

- a) To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- b) To not access any information within the organisation's systems that is not directly relevant to their work.
- c) To abide by the requirements of the Confidentiality and Privacy clause of the current Enterprise Agreement.

OTHER RELEVANT INFORMATION
Expectations of a Team Leader • Develops self-care plans to enhance their own health and well-being, manage stress and maintain professionalism; • Seeks and accepts challenging assignments and other development opportunities; • Seeks feedback broadly and asks others for help with own development areas; • Translates feedback into an opportunity to develop; • Demonstrates relevant leadership capabilities; and • Actively participates in development opportunities.

