



Mansfield Shire

Position Description

Program Manager -
CODI (Collaborative
Digital Transformation)

High Country, Lakes and Rivers



Program Manager - CODI

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
12.2	SEO Contract	May 2026
Unit	Enquiries	Status (FTE)
Investment & Planning	Melissa Crane	Full/ Part Time

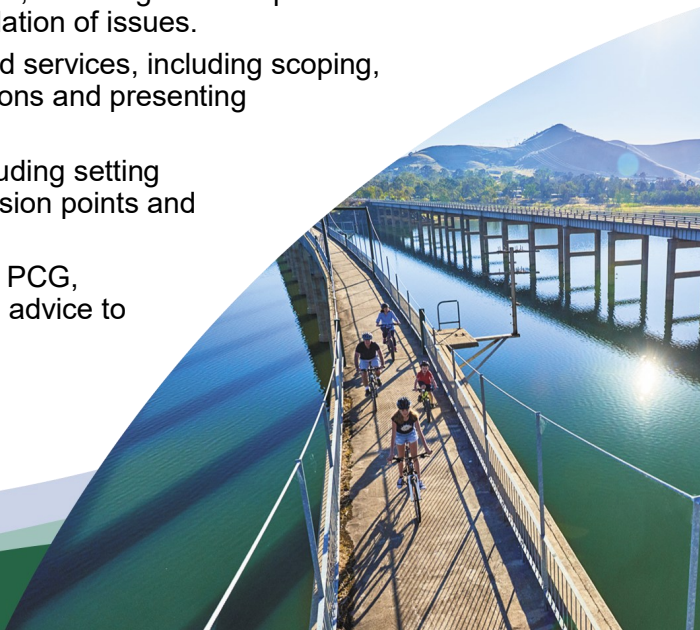
Position Overview

CODI is a joint initiative between Benalla, Mansfield, Murrindindi and Strathbogie councils to modernise and improve council services. By adopting shared cloud systems for planning, finance, payroll, human resources, information management, regulatory and customer service, the project is streamlining processes, reducing costs and optimising the way staff work with the system across councils.

The Program Manager is responsible for overseeing stakeholder management, governance and strategic direction of the CODI program. This position primarily focuses on ongoing strategic reporting to the Program Control Group (PCG) and Program Steering Group (PSG), contract and vendor management, coordination of key stakeholders, procurement of future program scope or enhancements and identifying strategic opportunities to maximise value for all member Councils.

Key Accountabilities

- ▶ Undertake strategic analysis of future program opportunities, identify emerging technologies, and develop recommendations for consideration by the Program Steering Group (PSG) and Project Control Group (PCG).
- ▶ Manage established vendor and contractor relationships, including contract performance monitoring, renewals, variation management and escalation of issues.
- ▶ Lead procurement activities for additional programs and services, including scoping, developing tender documentation, evaluating submissions and presenting recommendations.
- ▶ Coordinate and facilitate PSG and PCG meetings, including setting agendas, presenting strategic updates, identifying decision points and tracking and following up on actions.
- ▶ Prepare and deliver strategic reporting to the PSG and PCG, providing timely, accurate and contextually appropriate advice to support informed decision-making.



- ▶ Develop, maintain and implement the CODI program action plan, tracking progress against agreed actions and milestones and reporting outcomes to stakeholders.
- ▶ Maintain and update program documentation including plans, risk registers, contracts and program roadmaps.
- ▶ Manage program risks and issues, develop mitigation strategies and escalate to the PSG/PCG as required.
- ▶ Ensure effective financial management of the program including budget monitoring, variance reporting and preparation of any grant acquittals or funding reports.
- ▶ Develop and maintain governance frameworks, policies and procedures appropriate to the ongoing CODI program.
- ▶ Provide timely, accurate and contextually appropriate advice and reports to governance bodies and member Council executives.
- ▶ Identify and pursue opportunities for grants, partnerships and collaborations that would benefit member Councils.

Specialist Knowledge and Skills

Knowledge of:

- ▶ Local government operations, governance frameworks, and related legislative requirements, including the Local Government Act 2020 (Vic).
- ▶ Program and project management methodologies and best practice governance structures.
- ▶ Contract and vendor management principles, including performance monitoring and public sector procurement frameworks.
- ▶ Digital transformation concepts, shared services models, and contemporary information technology relevant to local government.
- ▶ Risk management principles and their application to program environments.
- ▶ Financial management practices including budget development, monitoring, and reporting in a public sector context.

Skills and Competencies

- ▶ Highly developed stakeholder engagement, negotiation, and influencing skills with the ability to achieve positive outcomes across diverse groups.
- ▶ Strong strategic thinking and planning capability, with the ability to identify and act on opportunities to maximise program value.
- ▶ Sound report writing and analytical skills to produce high quality advice, briefings, and reporting for governance bodies.
- ▶ Demonstrated ability to manage competing priorities and work effectively and autonomously at 0.6 FTE.
- ▶ Proficient use of Microsoft 365 and relevant program management and reporting tools.
- ▶ Effective facilitation and meeting management skills across complex multi-council governance structures.

Qualifications and Experience

Qualifications

- ▶ Appropriate tertiary qualifications in a relevant discipline (e.g. project management, business administration, public policy) are highly desirable.
- ▶ Current Victorian driver licence.

Experience

- ▶ Demonstrated experience (five or more years) in a senior program or project management position within local government or a comparable multi-stakeholder environment.
- ▶ Demonstrated experience in contract and vendor management, including performance monitoring and procurement processes.
- ▶ Experience coordinating governance structures across multiple organisations, including preparation of board or committee reporting.
- ▶ Experience working in complex environments with competing demands and limited timeframes.
- ▶ Local Government experience is highly desirable.

Organisational Relationship

Reports to

General Manager Investment & Planning

Internal Liaisons

- ▶ Program Steering Group (PSG)
- ▶ Project Control Group (PCG)
- ▶ All council staff
- ▶ CEOs, Managers, Coordinators and other Council SME's


External Liaisons

- ▶ Vendors and Contractors
- ▶ Consultants
- ▶ Project Managers

Our Values



Key Selection Criteria

- ▶ Demonstrated experience (five or more years) in a senior program or project management role.
 - ▶ Sound understanding of program management and governance frameworks.
 - ▶ Demonstrated experience in contract and vendor management.
 - ▶ Demonstrated understanding of procurement processes in a public sector context.
 - ▶ Ability to coordinate complex governance structures involving multiple organisations.
 - ▶ Highly developed written and verbal communication skills, including the ability to prepare strategic reports and advice for senior governance bodies.
 - ▶ Conceptual, analytical and problem-solving skills, with strong attention to detail.
 - ▶ Sound judgement and maturity to handle sensitive and complex matters.
 - ▶ Ability to maintain confidentiality in regard to Council and program information.
 - ▶ Local Government experience is highly desirable.
 - ▶ Current Victorian driver licence.
- 

Position Descriptors

Governance

- ▶ Lead, model and ensure the Mansfield Shire Council Code of Conduct and all policies and procedures are adhered to.
- ▶ Facilitate decision making by providing the CEO, Executive Management Team and Council with timely, accurate, informed and contextually appropriate advice and reports.
- ▶ Maintain a detailed working knowledge of relevant legislation and regulations.
- ▶ Ensure compliance with relevant legislation, in particular the Local Government Act 2020 (Vic), Local Government Financial Management Regulations, especially those relating to procurement and governance.
- ▶ Manage the performance and adherence to standards/contracts by third parties engaged to deliver Council services.
- ▶ Ensure compliance with relevant legislation, in particular the *Local Government Act 2020* (Vic), Local Government Regulations, especially those relating to procurement and governance.
- ▶ Ensure projects assigned to the team are embedded into Council's operations and ensure the Executive Management Team and Council is provided with appropriate reports and information about their progress.
- ▶ Lead a safe and healthy environment which complies with Occupational Health and Safety legislation and human resource management procedures and practices.
- ▶ All children who engage in Mansfield Shire Council programs have a right to feel and be safe. The welfare of the children will always be Council's first priority with a zero-tolerance approach to child abuse. As a child safe organisation Mansfield Council aims to create an environment where children feel safe, included and heard

Engagement and Representation

- ▶ Build and maintain positive relationships with community, Government departments and agencies, local and regional stakeholders based on respect, commitment and credibility, collaborating and engaging in robust discussion, resolving problems effectively and achieving the vision of Council.
- ▶ Promote Council in the local community to foster pride in and engagement with Council.
- ▶ Undertake effective, timely liaison, negotiation and consultation with other Council departments, public authorities and utilities, community groups, residents and other affected parties/stakeholders during project and

Leadership and Management

- ▶ Demonstrate positive leadership through active participation as a member of the Senior Leadership Group and through constructive engagement with Councillors, the Executive Management Team and with colleagues.
- ▶ Lead and embed a culture of working efficiently, effectively and through a continuous improvement lens.
- ▶ Foster a work environment where roles are clearly defined, performance monitored and timely and constructive feedback provided to motivate and develop a performance and customer focused team.
- ▶ Embed a culture of quality customer service both internally and externally.
- ▶ Ensure adequate processes and storage systems are in place to safeguard Council's electronic information and records including the ongoing examination of future risk options to protect systems and data.
- ▶ Maintain an effective framework for organisational performance measurement to ensure a robust approach to tracking achievements against objectives.
- ▶ Ensure that Council policies related to training and development, equal employment opportunity and occupational health and safety are managed effectively across the department and are within budget guidelines

Economy and Environment

- ▶ Develop and maintain rigorous and accurate budgets and ensure that day- to-day financial management practices represent value for money, comply with Council policy and procedures and strengthen Council's overall financial sustainability.
- ▶ In collaboration with the Executive Management Team, identify and act on opportunities to strengthen the economy, development and the environment within Mansfield Shire.
- ▶ Support Council with its responsibilities by providing advice, guidance and relevant information.
- ▶ Participate in advocacy activities and proactively identify opportunities for grants, partnerships and collaborations that would benefit Mansfield Shire Council.
- ▶ Plan develop and implement a range of responsive, relevant and cost effective projects related to the Council Plan, and other Council strategies and plans, and report outcomes and achievements to Council.

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

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, 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:

Melissa Crane, General Manager Investment and Planning on (03) 5775 8548

More detailed information on how to apply is available at

mshire.co/applicant-information

including tips for addressing key selection criteria, writing a cover letter and resumé.

OFFICE USE ONLY

Authorised by CEO:



Employee's
Signature

Date:

21/05/2026

Employee's
Name

Date: / /



Mansfield Shire