

POSITION DESCRIPTION

Principal Commercial Coordinator – 5347 – Water & Waste Services Group

ABOUT COUNCIL

The Toowoomba region is about rich traditions and bold ambitions. Our long and proud agricultural history has evolved Toowoomba into Australia's second largest inland city supporting diverse townships in the council area and acting as a service centre for South West Qld and North West NSW. The region is boldly forging new opportunities around the Surat Basin resource sector, education, health, transport and massive infrastructure investments. Growth hasn't come at the expense of liveability though, with Toowoomba twice voted in the top 5 most family friendly cities in Australia.

Toowoomba Regional Council services a regional population of 178,500 and employs a team of approximately 1,600 staff, dedicated and passionate about delivering excellent customer service to the community, residents and visitors throughout the region. We recognise that our success depends upon attracting and retaining skilled and talented staff and offer a wide variety of interesting challenges and opportunities to develop your career.

OUR VALUES AND BEHAVIOURS



To view our Organisational Values and Behaviours in more detail, click [here](#).

POSITION DETAILS

Position Title:	Principal Commercial Coordinator (5347)
Group:	Water & Waste Services Group
Branch:	Directorate
Section:	Enabling Growth Infrastructure Program (EGIP)
Current Location:	Toowoomba
Status:	Full Time (Temporary)
Award:	Queensland Local Government Industry (Stream A) Award - State 2017
Classification:	Level 8 – Technical
Job Family:	Project Management
Date last reviewed:	August 2026

POSITION OBJECTIVE – WHAT YOU WILL DO

The Principal Commercial Coordinator will play a pivotal role in one of the most significant water infrastructure programs undertaken by Toowoomba Regional Council. The Enabling Growth Infrastructure Program (EGIP) is a \$300 million investment in critical water infrastructure including the Southern Water Treatment Plant, Mt Peel Reservoir and water network infrastructure.

The position will lead the oversight and assurance of all commercial, financial, audit, and probity activities across the program of the EGIP ensuring robust program controls, compliance with funding and legislative requirements, and effective management of risk. The position will support the achievement of strategic growth objectives by providing high-quality coordination, reporting and stakeholder management across a complex infrastructure program.

This position will work under broad direction.

POSITION RESPONSIBILITIES – THE WORK YOU WILL DO

1. Provide leadership and coordination of projects in the Enabling Growth Infrastructure Program ensuring delivery outcomes are achieved in accordance with legislative obligations, organisational requirements, governance frameworks and funding conditions.
2. Lead program financial management activities, including budget development, forecasting, cost control, reporting and financial and performance monitoring to ensure effective stewardship of resources.
3. Manage commercial and contractual matters across the project lifecycle, ensuring compliance with contractual obligations, effective contract administration and achievement of value-for-money outcomes.
4. Lead procurement, tendering and consultant engagement processes, including the management of specialist external advisors and service providers.
5. Establish and maintain robust risk, probity and assurance frameworks to ensure effective governance, transparent decision-making and appropriate program oversight.
6. Lead project controls, reporting and information management functions, ensuring the integrity, accuracy, security and accessibility of project documentation, records and performance information.
7. Lead stakeholder engagement and communications activities, fostering productive relationships with internal and external stakeholders including government agencies, developers, elected representatives and the community, to support successful program delivery.
8. Provide leadership, supervision and development of project support staff, fostering a high-performing, accountable and collaborative team culture focussed on continuous improvement.
9. Deliver strategic advice, performance insights and recommendations to executives, governance bodies and key internal and external stakeholders supporting informed decision-making and program delivery.

POSITION SUCCESS CRITERIA – WHAT YOU ARE REQUIRED TO HAVE

1. Qualification(s), training and/or experience, specific to the position:
 - Tertiary qualifications in Project Management or Business or a related field from a recognised tertiary institution and /or:
 - A Diploma of Project Management or Business Administration and extensive experience in complex commercial arrangements, contractual matters, scheduling and cost forecasting.
 - Substantial experience in governance, contract administration and commercial management for major infrastructure projects in a Local Government setting is required.
 - Current 'C' Class Driver's Licence.

2. Outcome and Result Focused:

- Proven ability to solve problems, research and analyse information to make specific recommendations and drive outcomes to ensure KPIs and targets are met.
- Excellent time management skills including the ability to develop and implement techniques, work practices and procedures to achieve required outcomes.
- Excellent attention to detail, ensuring the accuracy, integrity and quality of project, financial and reporting information.
- Strong results orientation, with a proven track record of taking ownership, driving accountability and achieving agreed outcomes in a complex project environment.

3. Technical Skills and Knowledge:

- Demonstrated high level problem solving and research/analytical skills including the ability to obtain and interpret information from various sources and make specific and targeted recommendations under broad professional direction.
- Demonstrated ability to drive decisions within the accepted parameters of organisational policies, procedures, work practices and delegations as it relates to commercial management, contractual compliance, financial and risk management.
- Demonstrated knowledge and understanding of systems and reporting in the public sector, or the ability to quickly obtain.
- Substantial experience supporting the delivery of complex or high-value infrastructure projects or programs, with demonstrated capability in contract administration, commercial management, risk management and achieving program delivery outcomes.

4. Interpersonal and Communication Skills:

- Demonstrated effective interpersonal and communication (written and verbal) skills, including ability to consult, influence, negotiate and build effective relationships with a diverse range of audiences and stakeholders.
- Proven capability in preparing high-quality reports, correspondence and presentations that support informed decision making.

5. Leadership and Management Skills:

- Demonstrated ability to manage, supervise, assess, review and provide leadership to maintain a productive team against a range of disciplines including finance, governance, contract administration, stakeholder relations and document control.
- Demonstrated ability to coordinate multiple workstreams and stakeholders to achieve project milestones, delivery targets and strategic outcomes.
- Demonstrated ability to make decisions within the accepted parameters of business policies, procedures, guidelines, work practices and delegations.

6. Commitment to Council's Organisational Values and Behaviours:

- Accountability

CORPORATE REQUIREMENTS

- Commitment to agreed Toowoomba Regional Council (TRC) Values and Behaviours and Code of Conduct.
- Adherence with all relevant TRC policies and procedures, Enterprise Bargaining Agreement(s), your contract of employment and relevant legislation, including the *Local Government Act 2009* and *Work Health and Safety Act 2011*.
- Commitment to the obligations and responsibilities outlined in the '[WHS Obligations and Responsibility Statement](#)' relevant to this position.
- Compliance with all relevant and necessary pre-employment checks, including Medical Assessments, Criminal History Checks and Working with Children Checks.
- Provide a professional level of customer service to all relevant stakeholders in line with '*Council's Customer Experience Policy*'.
- You are required to follow lawful and reasonable directions from your Supervisor and Management.

ORGANISATIONAL CHART AND DELEGATIONS



APPROVAL

_____	_____	_____
Manager Name	Signature of Manager	Date
_____	_____	_____
Employee Name	Signature of Employee	Date