

PROJECT OFFICER

Award Classification	Victorian Local Authorities Award 2001 – Band 7
Directorate	Community & Planning
Reports to	Manager Project Delivery
Supervises	Contract Staff as required
Approved By	Director Community & Planning, January 2021

OUR GUIDING PRINCIPLES

Strathbogrie Shire Council recognises that great organisations are built on shared and demonstrated values. All Council employees are expected to demonstrate commitment and act in accordance with the following guiding principles:

- **Progressive & Responsive** – We are leaders in local government innovation and are responsive to the community.
- **Fair & Consistent** – We are fair and consistent in our thinking, actions and decisions.
- **Open & Honest** – Leaders are open and accessible. Staff are confident to speak their mind. We value honesty.
- **Selfless & Inclusive** – We take a “Shire First” approach and value the participation and opinion of all.

POSITION OBJECTIVES

- To deliver high quality community infrastructure projects on time, within budget and to Council standards and specifications.
- To provide best practice Project Management services to Project Sponsors for the delivery of capital works projects in accordance with Council’s Project Management Framework.
- To deliver specialist advice and assistance in the planning, design, project management, monitoring, auditing and renewal of Council’s civil infrastructure assets.

KEY RESPONSIBILITIES AND DUTIES

- Preparation of project scopes, briefs and cost estimates for funding submissions
- Co-ordinate the development of concept and detailed designs for review
- Develop and manage project scopes, communication and project management plans and work breakdown structures and ensure the project remains fit-for-purpose.
- Ensure project plans, goals and deliverables support business goals in collaboration with senior management and stakeholders
- Actively develop and maintain cooperative relationships with all internal and external stakeholders.
- Actively promote effective communication between internal and external stakeholders.
- Assist in the development of Council’s annual and long-term asset renewal program in consultation with service managers and key stakeholders to meet the objectives of Council’s asset management plans.
- Prepare contract documentation and specifications for capital works; call and assess tenders, tender award and administer contracts
- Oversee contracts with external providers against service delivery specifications, timelines and financial performance indicators
- Develop and maintain best practices and tools for project execution and management
- Maintain effective project and contract management systems to monitor project expenditure against budget and forecast project costs

- Identify and manage project dependencies and critical paths
- Maintain an effective system to record and monitor project variations
- Proactively manage changes in project scope, identify potential causes and devise contingency plans
- Supervise capital works projects by carrying out site inspections and attending/organising site meetings
- Provide direction and effective leadership to ensure capital projects are completed on time, within budget and to Council standards
- Maintain and continuously improve contract quality control procedures to ensure contractors meet specified standards and safety requirements
- Ensure Contractors meet all safety requirements on site in accordance with the contract requirements
- Comply with Council's Procurement and Contract Management Policies in the delivery of Capital Works Projects
- Ensure activities are in compliance with statutory requirements
- Prepare capital works progress and financial reports
- Regularly report on project status of and any variations to approved budgets and timelines
- Prepare Project Handover Reports for asset capitalisation as part of end of year financial reporting
- Conduct project reviews and create a recommendations report in order to identify successful and unsuccessful project elements

OCCUPATIONAL HEALTH AND SAFETY

- The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of his/her duties to prevent injury to him/herself and others.
- The position is responsible for complying with the Council's Occupational Health and Safety management program and relevant legislation by working in a safe and responsible manner taking into consideration other staff members. Responsibility includes correct use of equipment and the identification and reporting of workplace incidents and hazards.

RISK MANAGEMENT

- Ensure that activities, functions and responsibilities are carried out in accordance with statutory obligations and legal procedures, with minimal exposure to risk and litigation.
- Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.
- Participate actively in the identification and reporting of risks and contribute to implementation of identified controls.
- Perform the position's functions and duties in accordance with risk management provisions of their position description or contract.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure the achievement of goals and objectives.
- The impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients.
- Accountable to the Manager Project Delivery for the quality, effectiveness, cost and timeliness of work plans, programs, projects, events, initiatives, including assets, systems and technology being managed.
- Responsibility to perform duties and provide professional advice within the requirements of Council policies and procedures, relevant legislation, standards and specified work programs.
- Effective management of timelines and budgets within authorised limits.

JUDGEMENT AND DECISION MAKING

- Ability to adhere to strict timeframes, and strong attention to detail.
- The ability to identify and solve problems using procedures, practices, guidelines and an application of professional knowledge gained through experience.
- The selection of work practices and procedures appropriate and relevant to the job.
- Safe working practices and procedures.
- Guidance is not always available within the organisation.

SPECIALIST KNOWLEDGE AND SKILLS

- Knowledge of project management frameworks.
- Knowledge of relevant Australian Standard General Conditions of Contract.
- Analytical skills to analyse and report on project management matters and make decisions and take actions within the scope of the role.
- Operating knowledge of design and procurement processes and preparation of project work packages.
- Excellent project management, planning, design procurement and contract administration skills.
- Knowledge of tender preparation and contract administration.
- Sound knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures relevant to projects.
- Knowledge and commitment to Quality Assurance procedures and record maintenance.
- Conflict resolution skills with the ability to remain calm and level headed in challenging situations.
- Strong written communication skills encompassing spelling, grammar and drafting business correspondence with a professional but non-bureaucratic writing style.

MANAGEMENT SKILLS

- Strong organisational skills and ability to multitask and maintain deadlines.
- Continuous improvement in performance and productivity.
- Effective financial management skills to provide accurate planning and monitoring of the project budgets.
- Drive and ability to work autonomously and under minimal supervision.

INTERPERSONAL SKILLS

- A High level of customer service skills and ability to work as part of a team.
- Have the ability to work effectively and successfully with a wide range of people from diverse backgrounds and groups.
- Ability to liaise with counterparts in other organisations to discuss and resolve specialist matters and with other employees within the organisation to resolve intra-organisational matters.
- Comfortable with public speaking and able to address a crowd whether internally or externally.
- Ability and preparedness to work in and contribute to a positive team environment with a focus on employee versatility and upskilling.
- Commitment to ongoing professional development and training.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications in Project Management and/or Civil Engineering or a related field
- Demonstrated significant experience in managing and coordinating multiple and/or complex projects and in applying project management methodologies
- Victorian Driver's Licence

KEY SELECTION CRITERIA

Essential

- Tertiary qualifications in Project Management and/or Civil Engineering or a related field
- Demonstrated significant experience in managing and coordinating multiple and/or complex projects and in applying project management methodologies
- Skills in managing time, setting priorities and planning and organising one's own work despite conflicting time pressures
- Demonstrated high level verbal and written communication skills and ability to engage and collaborate with a wide range of internal and external community stakeholders.
- Demonstrated commitment to OH&S compliance applied to the delivery of projects
- Proven experience to effectively manage financial resources to deliver project outcomes

Desirable

- Experience in a Local Government sector.

TERMS & CONDITIONS OF EMPLOYMENT

The Project Officer position is classified as a Band 7 within the Strathbogrie Shire Council Enterprise Agreement 2019. The salary range for this position is within Band 7 plus 9.5% superannuation and Income Protection per annum plus commensurate with qualifications and experience. Normal hours are between 8.45am and 5.30pm with a 45 minute lunch break, Monday to Friday. Membership of a superannuation fund is compulsory (default fund is Vision Super). Annual, sick and long service leave accruals will apply in accordance with the Victorian Local Authorities Award 2001 and the Strathbogrie Shire Council Enterprise Agreement 2019.

SIGNATURES

EMPLOYEE

Name:

Signed:

Date:

DIRECTOR COMMUNITY & PLANNING

Name:

Signed:

Date: