ALPINE SHIRE COUNCIL

# Position Description

Project Officer

DRAFT

**Position overview**

- To work collaboratively with internal and external stakeholders to help develop ideas and concepts into deliverable projects.
- To contribute to the effective and efficient delivery of projects from idea through to successful completion including project scoping, planning, design, resourcing, implementation and commissioning.
- To supervise project implementation including contract administration, stakeholder engagement and project reporting.
- To provide technical and project advice, to a variety of internal and external stakeholders.
- Successfully deliver the annual capital works program through working collaboratively in the Asset Development team and the wider Alpine Shire Council organisation.

You will always be required to promote the Alpine Shire Council as a high standard customer-focused service organisation. You will undertake key responsibilities in a professional, efficient and timely manner; and contribute to Council's aim of being a high performing organisation.

## Classification and relationships

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| **Classification:** | Band 6/7 Dependant on experience and skill level<br>Alpine Shire Council Enterprise Agreement 2016 |
| **Reports to:** | Manager Asset Development |
| **Supervises:** | Nil |

## Key duties and responsibilities

## Accountability and extent of authority

The employee is accountable for:

- Regular liaison with and reporting to the Manager Asset Development.
- Accountable to direct supervisor and/or manager.
- Freedom to act is governed by relevant budgets, policies, standards and procedures.
- Liaise with members of the public regarding key responsibility areas, risks and safety.
- Capacity to identify synergies across projects and initiatives which can provide improved economic, environmental and social outcomes.
- Compliance with Council's relevant policies and procedures.

The employee has the authority to:

- Take appropriate action to ensure safety of self, fellow employees and public.
- Provide explanations to members of the public in regard to works being performed.
- Perform duties specified in Instruments of Delegation issued by Council and/or the Chief Executive Officer.
- Respond to correspondence and emails assigned.

**Project Planning**

- Provide input into the development of ideas and concepts to deliverable projects in collaboration with internal and external stakeholders.
- Investigate identified issues relating to asset development, scope options, make recommendations and prepare budget estimates.
- Provide input into the planning and scheduling of projects in the capital works program.
- Prepare grant submissions for projects where applicable.

**Project Delivery**

- Coordination of all stages of project delivery including scoping, planning, design, procurement, implementation and commissioning.
- Take a thorough approach to risk management in all aspects of project delivery including design, OHS, financial & reputational.
- Identify all key personnel and their respective roles necessary for successful project completion.
- Undertake or oversee the preparation of designs and specifications as required to fit within available budgets and to meet the needs of stakeholders, including engaging and managing consultants where necessary.
- Prepare tender documentation for designated projects and participate in the tender evaluation and recommendation process.
- Supervise the delivery of designated projects including on-ground supervision and management of contractors and or consultants.
- Exercise effective contract administration including pre-start documentation, record keeping, management of variations, completion certificates and management of any defects.
- Manage project budgets including control of expenditure, variations and contract payments.
- Ensure that project completion is timely, thorough, within budget and well documented for all projects.
- Manage grants where appropriate to projects being delivered including milestone reporting, acquittals and keeping funding agencies up-to-date.
- Provide technical and other information on projects as required including regular updates and status reports to feed into the project reporting system.

**Customer relationship management**

- Prepare an appropriate communication/engagement plan as an integral part of every project.
- Actively engage with project stakeholders and the broader community to ensure that projects appropriately respond to community needs and that they are kept informed of specific issues and the broader project delivery schedule.
- Work collaboratively with the Communications team to provide timely and regular information relative to specific projects and general progress of the capital works program as required.
- Liaise with customers and council staff to establish and resolve issues of service provision and project delivery.
- Provide customers with realistic expectations and workable solutions.
- Positively promote the Alpine Shire Council and its work related activities.

**Budgeting**

- Provide input into the development of the Department budget.
- Develop project budgets and forecast the timing of expenditure.
- Monitor expenditure and ensure projects and services relating to key responsibilities are within the budget set by Council.
- Provide input into the budget quarterly reviews as requested by the Manager.

**Other duties**

- Display a punctual, reliable and positive approach to work.
- Continually review and improve work methods associated with this role.
- Undertake other duties as directed by the manager or supervisor.
- Regularly report to the Manager Asset Development on project related matters and other relevant issues as required.
- Comply with the Alpine Shire Council's Code of Conduct and Corporate Policies.

**Judgement and decision making**

- Make decisions in accordance with legislation, policies, procedures, practices, delegated authority and industry standards.
- Use discretion, initiative and experience from previously encountered situations.
- Perform tasks from a range of techniques, systems, equipment, methods or processes. The employee is required to select the most appropriate option, so as to achieve the best outcome. Personal judgement may be required.
- Ability to apply innovative thought, presentation of alternatives, and justification of options. This can be on a day-to-day basis and in relation to strategy formulation.
- Ability to set priorities to achieve the goals and objectives of the business unit.
- Guidance and advice is available from the Manager Asset Development or the Director Assets.

**Management skills**

- Knowledge of and ability to implement EEO, Health, Safety and Risk policies and procedures relating to areas of supervision.
- Ability to work unsupervised.
- Demonstrated skills in managing diverse workloads and meeting work and budget targets within tight deadlines, despite conflicting pressures.
- Ability to efficiently implement daily, weekly and longer term workloads.
- The ability to implement changes and improvements.
- Well-developed skills in the management of projects and contractors.

**Interpersonal skills**

- Ability to maintain confidentiality of information and advice.
- Ability to exercise tact and diplomacy.
- Display and promote a positive image of Council through appearance, attitude and performance of tasks.
- Have a high level of written and verbal communication skills, and computer literacy skills.
- Excellent written and verbal communication skills and ability to write reports and prepare external correspondence.
- Ability to advise and communicate effectively to members of the public, tribunals and organisations in the achievement of set goals or objectives or in matters of policy, law or procedures.
- Be able to develop and maintain effective working relationships with a wide range of stakeholders.
- Be able to discuss and resolve problems amicably.
- Be able to work independently and as part of a team.
- Be willing to seek guidance and advice when required.
- Be willing to learn and undertake training relevant to the position.

**Expertise**

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**Qualifications**

- Drivers licence.
- A relevant degree (i.e. engineering, construction or building) and suitable relevant experience, or lesser formal qualifications with work skills and significant relevant experience).
- Occupational Health and Safety General Induction ticket for entry to construction sites.

**Specialist skills and knowledge**

- Demonstrated ability to work as part of a team and provide a consistently high level of service.
- Ability and willingness to embrace new/innovative technology, methods, products and processes in the pursuit of continuous improvement.
- Excellent written and verbal communication skills and ability to write reports and prepare external correspondence.
- Demonstrated skills in managing diverse workloads and meeting work and budget targets within tight deadlines, despite conflicting pressures.
- Ability to solve relevant issues based on previous experience and/or by the effective application of established techniques and procedures.

**Experience**

- Experience in the planning, design and delivery of built environment projects is preferable.
- Extensive and broad experience in the planning and delivery of public assets.
- Experience in budget management and community engagement.
- Experience in the use of the Microsoft Office suite and other local government business applications.
- Demonstrated experience in a similar role in Local Government advantageous.
- Demonstrated ability to provide high quality work and customer service.

**Health, safety and risk duties and responsibilities**

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Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person.
- Seek assistance when unsure of how to perform a task.
- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives.
- Regularly inspect your work environment for hazards.
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor.
- Support the return to work plan for any injured worker when returning to work.

## Physical requirements

Daily work will generally be performed in an indoor environment, as such:

- You will be exposed to those conditions normally encountered in an indoor environment.
- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices.
- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood.
- The work environment may include uneven surfaces and up and down stairs.