

Position Description: Project Control Officer (12 months Fixed Term)

PRIMARY ROLE STATEMENT

Our purpose is to provide valuable services that strengthen and support the Cumberland Community.

Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

In contributing to the overarching vision, the Project Control Officer will develop and maintain the process to manage the project life cycle, aligned with Council PMO framework and TechOne PLM module. This position also maintains an overview of the entire Capital Project portfolio for current and future years. This includes projects being generated by various departments or revenue sources such as Plan of Management, S.7.11 (S94), Council Resolutions, Departmental Requests. This role also acts as a gate for capital projects prior to these being handed over for construction by ensuring that the projects comply with all requirements of the PMO framework.

KEY DUTIES AND RESPONSIBILITIES

The position will be accountable for successful delivery of following functions:

- Develop and implementation of Project Control Process in TechOne PLM Module
- Overview of all capital work projects
- PMO Framework followed through in capital projects
- Change control register
- Project scoping/estimation

Project Control Officer will;

- Maintain a higher level overview of all capital work projects including those that are in the proposal stages, from various funding resources such as S.7.11 (S94), Grant Funds and Council general revenue
- Act as a gatekeeper by ensuring that all projects are handed over to the Construction team only after relevant documentation and approvals are completed in accordance with the PMO Framework
- Assist in future capital works cost estimates and budgets
- Continuously update current capital works budget, cost, timelines, and monitor and report on variations to scope
- Ensure that projects managed by the City Construction unit follow PMO procedures, processes and documentation
- Ensure the periodic Project Control Group meetings are scheduled and actions, minutes and deliverables are compiled and distributed on time
- Implement Project Management methods, tools and systems and ensure these are adhered to by relevant stakeholders
- Undertake checks on cost estimates for projects
- Ongoing development, maintenance and continuous improvement of Project Management processes

- Contribute to program and project plans to ensure appropriate timeframes and resources are assigned to change activities.
- Prepare and circulate the agendas and minutes of meetings and follow up on actions to ensure they are completed within the agreed timeframes.
- Assist in the development of project management methods, systems, tools and documentation.

Child Safe Organisation

- Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices.

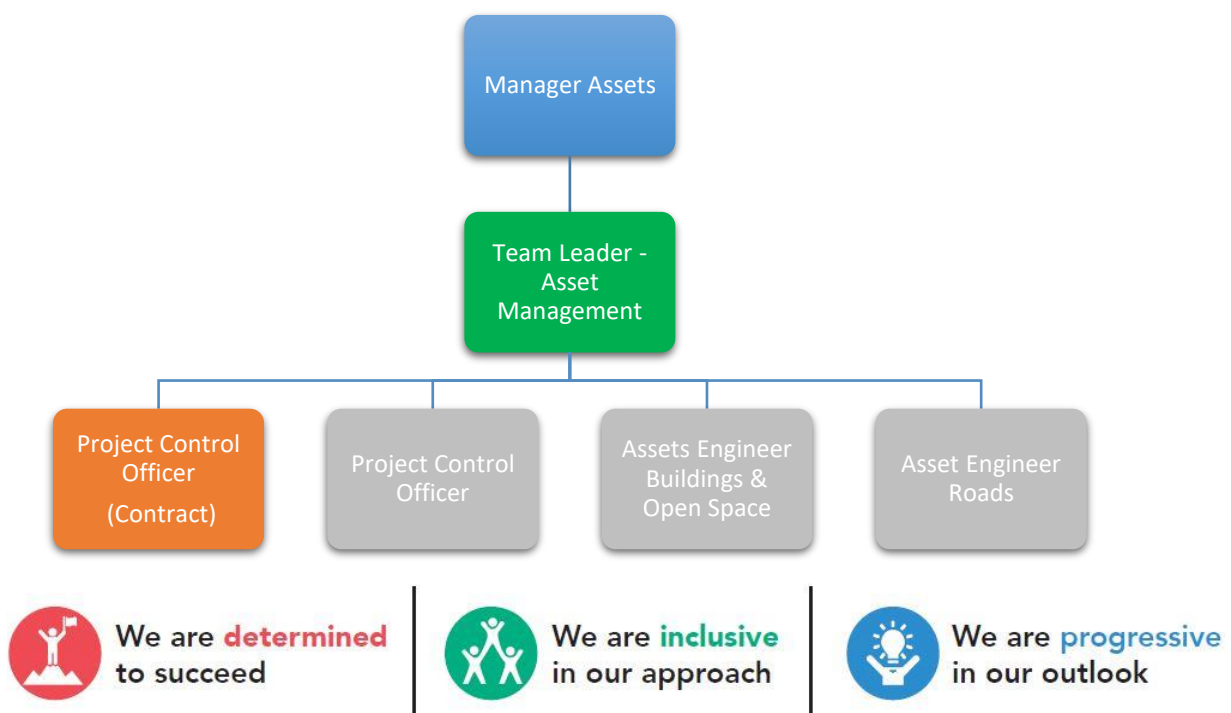
Fraud and Corruption Prevention

- Council constantly strives to improve our practices to ensure we uphold the highest ethical standards. Council has a zero tolerance approach to any fraud and corruption, and all staff are required to participate in and support fraud and corruption control initiatives. All officers must report any potential fraud or corruption misconduct to Council's Internal Ombudsman in the first instance, who will notify the General Manager. Council also has a Public Interest Disclosures Policy which you should review, outlining that Council will consider each report and make every attempt to protect the staff member making the report from any form of reprisal.

Work Health & Safety

In accordance with councils WHS policy 2018, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have agreed to work to this policy.

ORGANISATION STRUCTURE



ABILITIES, QUALIFICATIONS, EXPERIENCE

Essential

- Minimum Diploma level formal qualifications in Project Management
- A minimum of 2 years' experience implementing and working in IT based Project Management Framework
- Hands on project delivery experience within a large and complex project environment preferably in civil infrastructure and or building construction works
- Experience in managing complex issues to meet the needs of multiple stakeholders
- Experience in project management methodologies and the full project lifecycle to monitor and control project work
- Be proficient in using the suite of Microsoft products, including Office, Microsoft Project and Microsoft Visio
- Have a good working knowledge of key project processes, including status reporting, planning, dependency management, risk and issue management, Hold points and change management
- High level written and verbal communication skills
- Class C driver licence

Desirable

- Experience of TechOne Project Lifecycle Management Module
- Recognise training in project management. E.g. Prince2 , PMBOK
- Experience in local government

Employment Screening Required

- ☐ Qualifications verification
- ☐ Licence Check if driving Council vehicles

Position & Est Number	SPED70
Classification	Grade 11
Job Function Group:	Professional
Reports to:	Team Leader – Assets Management
Staff Reporting Responsibilities:	Nil
Budget Responsibility:	Nil

Date:

Agreed:



We are **determined**
to succeed



We are **inclusive**
in our approach



We are **progressive**
in our outlook

[Insert Employee Name]

Employee signature



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