

POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Strategic Infrastructure Project Officer		
Position Number:	198	Standard Position Hours:	35 Hours
Directorate:	Works and Infrastructure	Unit:	Infrastructure Services
Salary Grade:	7	Award Band and Level:	Band 3 Level 1
Position Reports to:	Infrastructure Manager		
Staff Management:	Nil		
Budget Responsibility:	Nil		
Date Created:	April 2013	Date Last Reviewed:	18 February 2021
Version:	3	Document Number:	DOC2014/000757

ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 400 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure Services
- Planning and Environment Services
- Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION

The Works and Infrastructure Services Directorate is responsible for the planning, design, delivery, operations and maintenance of all Council public infrastructure.

The Infrastructure Unit is responsible for the long term strategic planning, and asset management functions relating to the provision of Council's public infrastructure, including the identification, prioritisation and budget allocation for all capital works. The unit works closely with other Units within the Directorate, which are responsible for delivery, operation and maintenance of assets. The Infrastructure Unit consists to the following teams:

- Environmental Infrastructure
- Roads Infrastructure
- Traffic and Transport Infrastructure
- Project Management

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WSH RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

The primary objectives of this position are to:

- To administer and support the development of priority annual operational plans and 4-yearly capital works programs for adoption by Council.
- To provide support to priority strategic infrastructure asset management and planning activities within the Infrastructure Unit.
- To manage the administration functions of Council associated with infrastructure including roads, bridges, drainage, flood mitigation, and traffic and transport, as a Local Government Authority.

KEY ACCOUNTABILITIES

1. Provide administrative and technical support to the development of priority annual Operational Plans and 4-yearly capital works programs for adoption by Council, including:
 - Compilation of the Master Capital Works Program from approved priority works projects (Project Brief format) and budget allocations.
 - Maintenance of the Master Capital Works Program in relation to in-year amendments and future project nominations.
 - Investigation and problem solving in relation to Master Capital Works Program administration.
 - Coordinate the completion and updating of Capital Works Programs in Council's reporting systems.
 - Coordinate completion and updating of annual Operational Plans and 4-yearly Delivery Program Objectives in Council's reporting systems.
2. Provide support to priority strategic infrastructure asset management and planning activities as allocated by the Manager including:
 - Financial Management
 - Grant Administration
 - Project Management
 - Project Investigation
 - Project Administration
 - Contract Management
 - Consultant Supervision
3. Provide for the road administration functions of Council as a Roads Authority in accordance with the *Roads Act 1993* and the Roads (General) Regulation 2000, and the drainage and flood mitigation administration of Council as a Local Government Authority in accordance with Part 5 of the Environmental Planning and Assessment Act 1979 including:
 - Ensure currency of Statutory Regulations and amendments and adherence to such legislation.
 - Coordinate administration of Council's committees in relation to roads, and drainage and flood mitigation.
 - Coordinate professional legal and State Government departmental advice on road status and property access.
 - Coordinate administration and processing of public road transfer (crown roads), road opening (creation) and road closure applications.
 - Coordinate administration and processing of road acquisitions including easements for drainage, flood mitigation works and road widening.
 - Coordinate administration of road naming.
4. Provide for the administration functions of Council as a Roads Authority in accordance with the *Roads Act 1993* and the Roads (General) Regulation 2000 for provision of bridges and traffic and transport infrastructure including:
 - Ensure currency of Statutory Regulations and amendments and Council adherence to such legislation.
 - Coordinate administration of Council's committees in relation to Traffic and Transport.
 - Coordinate professional legal and State Government departmental advice on issues related to bridges and traffic and transport.
 - Coordinate administration and processing of applications related to bridges and traffic and transport.

POSITION SELECTION CRITERIA

Essential

1. Tertiary qualifications in Engineering or Project Management, Surveying or Real Property Management, or Management and Business Administration, or extensive practical experience in the development, project management or delivery of annual infrastructure works programs.
2. Demonstrated sound experience in infrastructure (road, bridge, drainage or building) investigation, design, construction, maintenance and rehabilitation principles and practices.
3. Demonstrated sound experience in the administration of roads (as a road authority), including the application of relevant statutory regulations and legislation in the investigation of road status, property access, road widening, road closure and acquisition matters.
4. Demonstrated sound written and verbal communication skills including the ability to communicate with a range of stakeholders, both internal and external.
5. Demonstrated strong experience in the use of Microsoft Office, and experience in the use of Electronic Document Management Systems and Customer Request Management Systems.
6. Demonstrated commitment to providing superior customer service by the achievement of best practice engineering applications and solutions.
7. Demonstrated ability to work both independently and within a multi-disciplinary team, fostering an environment based on teamwork and cooperation.
8. Demonstrated high level ability to prioritise workload, meet deadlines and to accept challenges and succeed in a high volume, rapidly changing environment.
9. Current Class C driver's licence.

Highly Desirable

1. Demonstrated experience in developing technical specifications, project evaluation techniques and management of consultant services.
2. Demonstrated knowledge of:
 - Surveying and real property management.
 - *Roads Act 1993* and the Roads (General) Regulation 2000.
 - Part 5 of the *Environmental Planning and Assessment Act 1979*
3. Demonstrated sound experience in the use of Graphical Information System.

SIGNATURE

Employee

Full Name:			
Signature:		Date:	