

# Role Description

## Construction Planner



<b>Title</b>	Construction Planner
<b>Classification/Grade/Band</b>	Band 3 Level 2
<b>Group/Unit/Section</b>	Roads, Transport, Drainage & Waste / Roads Construction and Project Management / Construction Delivery
<b>Reports to</b>	Section Manager Construction Delivery

### Vision

A vibrant and sustainable Central Coast

### Purpose

To provide valuable services that strengthen and support the Central Coast Community.

### Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

### Primary Role Statement

In contributing to the overarching vision and purpose, the role of Construction Planner is responsible for the delivery of construction projects and allocation of resources, including cost estimating, benchmarking, and project planning services.

The position of Construction Planner is required to provide quality customer service and create value for the community.



## Key Duties and Responsibilities

- Provide benchmarking input to the Construction Delivery team including comparison of construction rates between various relevant areas, including internal and contractor delivery through to calculation and updating of construction team unit rates;
- Provide detailed resource based cost estimates for construction projects, using Benchmark estimating software, including cost comparisons (or “optioneering”) of various alternative project construction methodologies. This may also include cost estimates for asphalt renewals program and resealing program works;
- Provide interface between Local Government Procurement and Team Leaders, on project procurement, including asphalt (heavy patch, overlay, deep lift, mill & fill), and in situ pavement stabilisation;
- Provide assistance where required in the use of the ERP procurement system, (or Council’s procurement system), for procurement of goods and services for construction projects;
- Information and document management including the preparation and provision of WHS project documentation, collation of geotechnical and waste information as required;
- Project document package preparation, including cost estimates and tracking, records management (costing and variations), project management plans, and resident letters. This may also include collation of information such as DBYD plans, geotechnical reports, REF, CEMP, Work As Executed information and daily running sheets;
- Manage the coordination for project handover meetings where required including input on Smartsheet project programming and scheduling as required;
- Perform any other duties, tasks or projects the employer may assign to you, having regard for your skills, training and experience.



## Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- Policy and procedures are readily available but the Construction Planner is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction;
- Decisions affect the work and activities of others within the Unit;
- The work of the Construction Planner influences the community within a specified service line through the application of technical skill or application of regulatory requirements;
- The Construction Planner is responsible for ensuring that operational safety standards or other requirements are met at an operational level;
- Identifies requirements as an input to budget development;
- Monitor budgetary spending within work area, against pre- determined targets. Weigh up options on a cost basis in order to make recommendations and continuously look for greater efficiency within work area.

## Personal Attributes

- Give frank and honest feedback/ advice and seek to listen and understand when ideas are challenged;
- Represent the organisation honestly, ethically and professionally and encourage others to do so;
- Demonstrate a high level of personal motivation, take opportunities to learn new skills, develop strengths and examine and reflect on own performance;
- Support initiatives that create an environment where diversity is valued.



## Interpersonal Skills

- Write fluently in a range of styles and formats and tailor communication to the audience;
- Identify customer service needs, understand customer perspectives and implement responsive solutions
- Build cooperation and overcome barriers to information sharing and communication across teams/ units;
- Lead and facilitate productive discussions with staff and stakeholders, encouraging others to talk, share and debate ideas.

## Business Enablers and Technical Skills

- Provide guidance, coaching and engage staff in change process and recognise cultural barriers that undermine change;
- Use expertise and seek others assistance to achieve work outcomes;
- Ensure current work plans and activities support and are consistent with organisational change initiatives;
- Research and analyse information, identify interrelationships and make recommendations based on relevant evidence;
- Ensure that actions of self and others are focused on achieving organisational outcomes;
- Take account of financial implications and return on investment when planning financial transactions;
- Support compliance with records, information and knowledge management requirements of the organization;
- Be aware of procurement and contract management risks and actions to mitigate these;
- Evaluate progress and identify improvements for future projects.



## Team Work

- Ensure team objectives achieve business outcomes that align with organisational policies;
- Plan and monitor resource allocation effectively to achieve team objectives.

## Qualifications

### Essential

- Degree qualification in civil Engineering or related field or demonstrated solid contemporary experience in a similar construction industry role, combined with ongoing professional development;
- Construction Industry General Induction "White Card".

## Experience

- Construction industry experience in cost estimating, preferably using Benchmark estimating software;
- Construction industry design experience, preferably in roads and drainage;
- Construction industry site-based experience, preferably in roads and drainage;
- Demonstrated proficiency in providing technical expertise, coaching and advice to relevant staff to allow them to effectively undertake their responsibilities and duties;
- Demonstrated ability to build strong, credible relationships and influence, persuade or negotiate outcomes that add value to the organisation;
- Proven ability to assess and interpret information to formulate recommendations and provide specialist advice to enable the organisation to achieve quality outcomes.



## Key Relationships

Internal	External
Council Meeting	Members of the Public/residents/ratepayers
Councillors	Commercial/industrial/development representatives (eg Vendors, builders, clients)
Committee Meetings of Council	Community Organisations – service clubs etc.
CEO	Professional/Industry associations including Unions
Unit Managers / ELT	Consultants, solicitors and other professionals
Section Managers/Team Leaders	State and Federal Government Agencies
Other Council employees (not including direct reports)	Local Business

