

Role Description

Project Officer



Title	Project Officer
Classification/Grade/Band	Band 2 Level 3
Group/Unit/Section	Environment and Planning / Open Space and Recreation / Recreation Projects Delivery and Design
Reports to	Team Leader Project Management

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 Project Officer is responsible for assistance in the planning, promotion and operation of high quality facilities and services that support a diverse range of recreational functions within the Central Coast region, through the effective management of Recreation Planning and Development projects in accordance with specified quality, cost and agreed timeframes.

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

Key Duties and Responsibilities

- Plan and coordinate projects to ensure the effective and efficient utilisation of staff, contractors and resources to achieve high quality, cost effective outcomes, including delivery of project feasibility, estimates, investigation and design services



- Provide effective support and assistance to the Section Manager Project Delivery and Design in the delivery of a range of organisational initiatives which relate to current and future assets and projects including provision of recommendations/information regarding issues that could have a significant political and/or financial impact on the unit
- Effectively liaise with contractors including negotiating price variations and claims, evaluating time extensions, the mediation and resolution of conflicts, monitoring of compliance with project specifications and other day to day issues
- Coordinate grant funding for Project Delivery and Design projects, including sourcing and applying for relevant funding and monitoring and reporting on the grant applications to management
- Ensure timely and accurate preparation and presentation of Council reports, briefings and Councillor updates relating to projects for both internal and external stakeholders
- Ensure the ongoing review of contract documentation being prepared for Project Delivery and Design projects to ensure compliance with tender and contractual legislation and requirements and effectively manage contracts to ensure timeframes and budgets are not exceeded
- Conduct regular site inspections and testing to ensure that works carried out in compliance with work plans, technical specifications and relevant standards and/or legislation
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's 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;
- Decisions are either guided by practices, procedures and precedent or made in consultation with the immediate supervisor;



- Decisions affect the work and activities of others within the section or from a specific project team;
- The work of the Project Officer influences the community within a specified service line through the application of technical skill or application of regulatory requirements;
- The Project Officer complies with operational requirements in cooperation with or under the supervision of other employees. Other employees or members of the public may be affected by the employee's acts or omissions;
- 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

- Be adaptable, flexible and focused when dealing with change;
- Represent Council honestly, ethically, professionally and lead by example;
- Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
- Be responsive to the input of others and works to understand their perspectives.

Interpersonal Skills

- Listen to others and asks appropriate, respectful questions and monitors non-verbal cues and adapts behaviour accordingly;
- Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers' needs;
- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
- Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/or withdraw from a conflict situation.

Business Enablers and Technical Skills



- Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
- Understand the team/ unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
- Identify issues that may impact on task completion and provides appropriate solutions;
- Understand delegations and act within authority levels;
- Exercise fiscally responsible behaviour and remain up to date with financial delegation processes;
- Support system improvement initiatives and embrace new technologies;
- Purchase under delegation and comply with procedures;
- Understand project goals, action tasks and expected outcomes and identify and escalate project variances.

Team Work

- Recognise and acknowledge individual/team performance;
- Monitor and use resources responsibly to achieve team objectives;
- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.

QUALIFICATIONS

Essential

- Diploma in Project Management or tertiary qualifications in Construction Management, Civil Engineering or related field OR demonstrated solid contemporary experience in a similar role, combined with ongoing professional development
- Class C Driver's Licence.

Desirable



- Trade Certificate in Landscaping, building or related field.

EXPERIENCE

Essential

- Demonstrated relevant experience in a project management focussed role;
- Previous experience in the successful delivery of a range of infrastructure and/or service projects;
- Extensive experience incorporating both day labour and contract works in landscape, civil or construction based projects.

Desirable

- Experience in the preparation and evaluation of tenders and management on design and construction based contracts;
- Demonstrated experience in successfully administering grant applications and specific licenses associated with government project works.

Key Relationships

Internal	External
Other Council employees (not including direct reports)	Members of the Public/residents/ratepayers
	Consultants, solicitors and other professionals
	Community Organisations – service clubs, sporting groups etc.
	State and Federal Government Agencies
	Civil/building/construction contracting firms

