

POSITION TITLE:	Projects Advisor
POSITION NUMBER:	10742
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	6 - 7 Provisions of appointment pay level and progression to be in accordance with the applicable award
REPORTS TO:	Chief Executive Officer (CEO)
DEPARTMENT:	CEO Office

ABOUT US

Our vision

A progressive region creating opportunities for all.

Our mission

We are a council committed to continuous improvement, a sustainable future and efficient investment in our communities.

Our values

- Respect and integrity.
- Accountability and transparency.
- Providing value.
- Commitment and teamwork.

OBJECTIVE OF THIS ROLE

The Projects Advisor is responsible for providing project planning support to the CEO for the planning, implementation, and delivery of strategic projects for council. This role is pivotal in supporting the mayor and CEO to maximise opportunities for the region.

Reporting directly to the CEO, the Projects Advisor is also responsible for collaborating with internal and external key stakeholders to implement and develop endorsed projects which deliver quality outcomes for the Central Highlands region.

KEY RESPONSIBILITIES IN THIS ROLE

1) Strategy and Planning

- Provide advice and support to the CEO on a wide range of project initiatives including advocacy actions, economic development recommendations and complex projects.

- Identify and analyse issues and opportunities to provide recommendations and appropriate actions for the CEO's attention.
- Keep up to date with council's priorities, initiatives and endorsed projects.

2) Project Management

- Review and develop mayor and CEO initiatives into project plans in accordance with program and project management principles.
- Prepare project implementation plans and ensure project are completed on time, within budget and to the desired quality standard.
- Coordinate project management activities ensuring effective planning, approvals, research, feasibility analysis, financial control, procurement, community engagement, contractor management, marketing and delivery are defined.
- Proactively identify and manage critical linkages between projects and council's strategic framework.
- Ensure sound risk management governance and principles are applied when developing projects, ensuring appropriate resources are in place and projects are aligned with council processes and requirements.

3) Stakeholder Engagement

- Foster and maintain positive, working relationships with key internal and external stakeholders.
- Collaborate with leaders across council to ensure overarching projects are aligned and supported.
- Facilitate multi-disciplinary external and internal working groups providing cross-departmental information within Council as appropriate.
- Be a point of contact for external stakeholder enquiries, ensuring consistency of approach and language is maintained across key communications.

4) Presentation and Reporting

- Prepare reports for the CEO and council on projects and initiatives ensuring accurate capture of benefits realisation, risks, resourcing and costs.
- Research and draft submissions as required for submission for funding and economic development opportunities.

Additionally, this position may be required to conduct other duties as lawfully directed by the CEO.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Mandatory:

- Well-developed project management and implementation experience.
- Demonstrated ability to build and develop effective external stakeholder relationships.
- Excellent written and oral communication and highly developed presentation skills.
- Capable of overseeing multiple projects simultaneously.
- Previous experience in preparing submissions for grants and funding opportunities.
- High level of professionalism, confidentiality, integrity, and judgement.
- Highly competent in components of the Microsoft Office Suite.

Desirable:

- Local government or state government knowledge and experience working within a large complex organisation.
- Established networks in local or state government business environment.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- Minimum of Queensland C class provisional driver's license.
- Tertiary qualification in a relevant discipline or equivalent extensive experience in business case development in a large complex organisation.

Desirable:

- Qualifications in project management.

KEY SELECTION CRITERIA

1. Demonstrated experience in developing and implementing complex and wide-ranging projects.
2. Demonstrated ability to provide advice to executive leadership
3. Demonstrated experience in effectively engaging with diverse stakeholder groups
4. Demonstrated experience in collaborating effectively with leaders across multiple business units to facilitate positive outcomes.
5. Demonstrated experience in the preparation of compelling and well written business cases, funding or grant applications and advocacy documents and presentations.
6. Demonstrated experience in realigning work demands in response to changing priorities and deadlines.

WORK ENVIRONMENT, PHYSICAL AND PSYCHOSOCIAL DEMANDS

This position requires the employee to work indoors carrying out physical tasks which may include constant forward reaching, constant hand function, constant standing/walking, frequent squatting/kneeling postures, occasional seated postures, occasional forward bent postures, occasional static neck postures, lifting up to 10kg and carrying up to 10kg.

Additionally, this position will be required to perform work where environmental factors may include air-conditioned offices and occasional outdoor environments.

CORPORATE REQUIREMENTS YOU MUST MEET

1. Commitment to council's vision, mission and values.
2. Compliance with council's code of conduct.
3. Adherence to all relevant council policies and procedures, certified agreement, your contract of employment and relevant legislation, including the *Local Government Act, 2009* and *Work Health and Safety, Act 2011*.
4. Commitment and adherence to council's customer service charter.
5. Compliance with all relevant and necessary pre-employment checks required for this role.
6. Commitment to council's corporate plan.
7. Commitment to equal employment opportunity, diversity and merit principles.
8. Commitment to ensuring a workplace free from bullying, harassment and discrimination.
9. Efficient and effective utilisation of resources as allocated under the level of responsibility for the position.
10. Commitment to change management.

ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary position, providing the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to work in Australia.
- Medical assessment.
- Criminal history check.
- Qualification checks
- Reference checks.

CORE COMPETENCIES WE NEED FROM YOU

Competency	Definition	Level
Delivering Results	Having the ability to set objectives for yourself and others, taking a forward looking perspective, and delivering successful outcomes within agreed parameters.	3
Communication	Identifying and using appropriate communication styles and methods, taking into consideration the audience and the desired outcome. Building and maintaining effective working relationships with key stakeholders, both internal and external.	3
Initiative and innovation	Anticipating situations and problems, finding appropriate solutions, grasping opportunities for improvements and taking ownership for continuous improvement that goes above and beyond the call of duty.	3
Flexibility	Being able to adapt your thinking and behaviour to suit different situations and changing circumstances. Taking other people's views on board, accepting new and different ways of working and encouraging others to embrace change.	3
Teamwork	Having the ability to work as part of a team, actively encouraging team working and recognising the role you play as part of the council team.	3
Commitment to Council	Being willing and able to align your own behaviours with the objectives, goals and values of council; acting as a role model and promoting the values to others.	3
Customer service	Aligning your behaviour with the customer service charter to ensure both internal and external customer needs are met; taking a positive attitude,	3

	showing commitment and having a can do approach.	
Workplace Health & Safety	Taking reasonable care for the health and safety of yourself and others, complying with reasonable instruction and co-operating with council policy and procedure.	2

A copy of the Competency Handbook is available on the Central Highlands Regional Council website under 'Careers with Council'.

GENERAL OBLIGATIONS

1. This is a description of the job as it is presently constituted. Council will regularly review position descriptions and appropriately update them to ensure that they relate to the job being performed, or to incorporate whatever changes are being proposed. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.
2. Whilst employment is in the position described in this document it is understood that employment is with Central Highlands Regional Council. In the event of organisational change or restructure, council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in the times of disaster or significant exceptional operational circumstances.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
5. Failure to maintain any competency, licence or qualification, which are a condition of your employment, may result in demotion or termination as council is unable to guarantee your transfer to a position not requiring said competency/licence/qualification.

Please sign below if you have read, understood and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date