

POSITION TITLE:	Project Officer (Design & Principal Contract Civil Works)
POSITION NUMBER:	10151
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	5
REPORTS TO:	Coordinator Road Construction
DEPARTMENT:	Infrastructure and Utilities

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 Project Officer (Design & Principal Contract Civil Works) will assist the Coordinator Road Construction in managing multiple projects. This is achieved through project delivery, contract administration, scoping and analysis for future projects, design review and preconstruction planning. Further, the position assists in the analysis associated with delivering operational efficiency.

KEY RESPONSIBILITIES IN THIS ROLE

- 1. Project Management.** Oversee the delivery of projects against an agreed to scope managing time and budget.
- 2. Contracts.** Develop and administer tenders and contracts for projects/work within the capital works program.

3. **Supervise Construction / Design Works delivered by contract resources.** Act as client and/or superintendent representative for contractor delivered works and project manager for internally delivered work.
4. **Monitor and Report.** Monitor and report on projects, identifying variations, impacts and mitigation strategies.
5. **Stakeholder engagement.** Establish a reputation for reliance and trust across the spectrum of stakeholders, including other government agencies, peers, fellow workers and the general public. Identifies issues in common for one or more stakeholders and builds mutually beneficial partnerships. Identifies and responds to stakeholder's underlying needs; uses understanding of the stakeholder's organisational context to ensure outcomes are achieved; finds innovative solutions to resolve stakeholder issues.
6. **Finance and Procurement.** Assist the Coordinator to prepare, monitor and manage a fiscally responsible project budget. Ensure procurement activities are planned and executed in alignment with sound contracting principles and council's procurement policy and systems.
7. **Safety and Training.** Work according to safe work procedures and undertake necessary training to ensure regulatory compliance is met and zero harm is achieved.

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

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Mandatory:

- Minimum 3 years' experience in Civil Construction Management.
- Experience in the application of and management of contracts as applied to the delivery of capital projects.
- Experience in, or a sound understanding of, local government, program planning and project management.
- Demonstrated ability to gain the support and cooperation of others to achieve effective project delivery.
- High level oral and written communication skills including excellent negotiation, conflict resolution and problem-solving skills and the capacity to build and maintain positive relationships.
- Well-developed interpersonal skills including the capacity to perform effectively in diverse and complex political environments and to manage change.
- Experience in the design, construction, and maintenance of infrastructure
- Knowledge of road, stormwater, and active transport; design and construction contract specifications.
- Experience in the development and award of construction contracts.
- Experience as superintendent representative delivering a Civil Construction Contract
- Proficient use of the full suite of Microsoft programs including particularly MS Project and MS Excel.

Desirable:

- Experience in scoping design works and construction works
- Demonstrated experience overseeing design development utilising a design consultant
- Demonstrated capability in project budget management and tracking
- Experience in a Government environment. Knowledge of council operations, functions and procedures
- Ability to undertake independent strategic thinking, analyse complex situations, develop creative solutions and achieve outcomes that advance the organisation.
- Three (3) years' recent and relevant experience in the same or similar role.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- Minimum of Queensland C class provisional drivers licence.

Desirable:

- Qualification in Contract Administration
- Degree in Construction Management or Engineering

KEY SELECTION CRITERIA

1. Good attention to detail, analytical skills and ability to methodically problem solve in a civil engineering/construction context.
2. Demonstrated experience in developing collaborative working relationships with internal and external stakeholders
3. Demonstrated high level of written and verbal communication skills coupled with exceptional presentation skills
4. Knowledge of road, stormwater, and active transport construction design and specifications.
5. Experience in contract administration and contractor/subcontractor management.
6. Experience in procurement requirements and practices.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

This position requires the employee to work a combination of indoor and outdoor activities which may include constant hand functions, constant seated postures, frequent forward reaching, frequent standing, frequent neutral neck postures, occasional walking, occasional dynamic neck movement, lifting up to 10kg, carrying up to 10kg.

This position will be required to perform work where environmental factors include air-conditioned office environments and may be exposed to outdoor environments, including sun, wind, rain, heat/cold, uneven terrain, wildlife and traffic.

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 position on a temporary basis, 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.
- Qualification check (if applicable).
- 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.	2
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.	2
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.	2
Customer service	Aligning your behaviour with the customer service charter to ensure both internal and external customer needs are met; taking a positive attitude, showing commitment and having a can do approach.	2
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.	3

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
