

Position Description

Position Title:	Project Planning Coordinator
Directorate:	Infrastructure & Property
Service Unit:	Assets & Projects
Salary Point:	18
Position Reports To:	Program & Project Services Manager
Staff Management:	9 Direct Reports
Budget Responsibility:	Approximately \$2,000,000
Date PD Reviewed:	November 2019

Organisation Context of Position

City of Newcastle employs over 900 staff and is responsible for a local government area of 187km². Newcastle has a population of 148,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, City of Newcastle has a variety of locations across the City and encompasses 5 Directorates:

- Governance
- Strategy and Engagement
- People and Culture
- Infrastructure and Property
- City Wide Services

The purpose of the Infrastructure & Property Directorate is to:

- Ensure whole of life planning and maintenance of CN's built, physical and natural assets including infrastructure, plant and fleet assets.
- Manage the delivery of civil works and environmental projects across the LGA.
- Provide contract management services to CN, including the management of relevant works and services delivered by external providers, as well as leasing & property management.
- Provide services that improve presentation of the city, including city greening, graffiti removal and street cleaning.

The Service Elements that form the Infrastructure & Property Directorate are:

- Depot Operations
- Assets & Projects
- Civil Construction & Maintenance
- Property & Facilities

Workplace Health & Safety

WHS RAA Level	5
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For specific WHS Responsibilities, Authorities & Accountabilities applicable to this position, the position holder will refer to the WHS Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WHS Responsibilities, Authorities & Accountabilities.

Position Responsibilities

- Lead a team of professional Project Planners and Officers to deliver high quality Infrastructure Planning for major projects in CN's capital works program.
- Provide professional advice and information for capital project planning for large infrastructure public domain works, policies, guidelines and plans to ensure effective delivery of capital works which deliver the City's services.
- Lead the team in the delivery of feasibility assessments, planning, design, and preparation of business cases to support CN's state and federal grant applications.
- Supervise the procurement of consultants, and manage internal and external stakeholders to ensure the effective and timely delivery of projects (consistent with City of Newcastle requirements).
- Provide the team with direction, instruction & guidance to empower them to achieve the teams shared goals.
- Plan and develop community engagement programs for the delivery of large Infrastructure capital and renewal projects.
- Work closely with the Program and Project Services Manager, Coordinators and teams to successfully deliver on the annual capital works program.
- Regular liaison and relationship management with relevant stakeholders within CN, to enable positive working relationships and successful project outcomes, and to deliver against service agreements that set out project management responsibilities.
- Monitor and quality control of team's project reporting and other communications reporting as necessary to key stakeholders identifying clear project specifications, issues, deliverable, risk, quality, procurement, budget and resources
- Embrace contemporary HR activities including recruitment, training, performance management and annual performance development plans, with the assistance of People & Culture when necessary.
- Champion the inclusion and integration of WHS into all activities and practices.
- Foster and contribute to a team environment that creates a culture of safety, innovation and continuous improvement.
- Establish and maintain productive working relationships with internal and external stakeholders.
- Actively model CN's CREW ideals of Cooperation, Respect, Excellence and Wellbeing.
- Any other accountabilities or duties as reasonably directed by Supervisor/Manager/Director, which are within the employee's skills, competency and training.

Position Selection Criteria

Essential

1. Degree in Architecture or Civil / Structural / Mechanical / Environmental Engineering or equivalent.
2. Extensive experience in the project development and planning of infrastructure projects.
3. Demonstrated experience in managing a team of staff, including empowering them to be high performing and accountable via the setting and monitoring of performance metrics.
4. Demonstrated experience overseeing and administering federal and state grants for major capital and renewal infrastructure projects.
5. Demonstrated initiative, self-motivation and ability to work and meet deadlines independently and as part of a team environment.
6. A high level of interpersonal and written communication skills including negotiating, presenting, report writing and problem solving.
7. High level of computer literacy and demonstrated understanding of Program and Project management systems.
8. Thorough knowledge of statutory requirements as they relate to the management of local government infrastructure, for example, Local Government and Roads Act.
9. Work Health & Safety knowledge as it relates to this role.

Desirable

1. Demonstrated ability to develop relationships with customers through the determination of needs, management of processes and delivery standards.
2. Demonstrated ability to develop capital works projects that provide a balance between servicing needs and financial constraints across all types of Infrastructure.
3. Thorough knowledge of contract and tendering procedures and practices as per the Local Government Act.
4. Thorough knowledge of project management principles, and ability to proactively identify and lead a team to deliver business improvements for the delivery of program and project management.
5. Capacity to quickly identify and respond to changes in legislation or external factors impacting on CN operations.