

# Position Description

## Project Coordinator (Fixing Country Bridges)

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** April 2021

### Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 3 Level 3
Position limit within salary system: (20 Grade structure)	Grade 16 - Entry to Step 4 Plus Civil Liability Allowance
Status of position:	24 month term appointment with possibility of extension
Hours of work per fortnight:	70

### Organisational relationships

Directorate:	Works and Civil
Section/Unit:	Civil Services
Team:	Fixing Country Bridges
Work base:	Rushforth Road Works Depot
Position responsible to:	Manager Strategic Infrastructure
Level of support and supervision:	High level of independence with routine reporting function to Manager Strategic Infrastructure
Level of personal management:	High
Level of teamwork required:	High
Supervision of staff:	Direct supervision of Fixing Country Bridges delivery team
Internal contacts:	All staff within Council
External contacts:	General public, government agencies, contractors, consultants, community groups, developers

## Vision, mission and values

<b>Our vision:</b>	To make the Clarence Valley a community full of opportunity
<b>Our mission:</b>	To plan and deliver services valued by the community
<b>Our values:</b>	the acronym ' <b>STRIVE</b> ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



## Our Values and Behaviours

### Safe

We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.

Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate

### Teamwork

We will work together as one council towards shared goals and for the greater good of the community.

Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"

### Respect

We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.

Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip

### Integrity

We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.

Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others

### Value

We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.

Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment

### Engagement

We will engage with our staff and community to inform our decision making, and create awareness of our activities.

Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

### Physical requirements of the position

Frequent use of computer keyboard

Prolonged periods of sitting

Walking on uneven surfaces and up and down slopes

Frequent driving

### Purpose of the position

To initiate, plan, procure and deliver major capital bridge works projects within the Clarence Valley Council, including projects funded by the NSW Government Fixing Country Bridges program, and natural disaster recovery funding

To facilitate and deliver outcomes with key stakeholders on projects consistent with grant deliverables.

### Major duties and responsibilities

Project manage the delivery of major and minor grant funded capital works throughout project lifecycle to meet project objectives, from optioneering and the preparation of business case through project design and construction, commissioning, handover, defects liability period and grant acquittals.

Determine appropriate service levels for new bridges in consultation with Council staff and relevant stakeholders.

Review deliverables from technical consultants regarding planning, design and specifications for projects, ensuring that new bridges will provide appropriate service levels.

Conduct contract management of design and/or construction related contracts including:

- Preparation of tender and contract documents, including specifications and scope of works;
- Conduct and award quotations and tenders;
- Act as Council's Principal Representative in contract management; and
- Manage contract performance and carry out administrative duties.

Manage delivery of projects to ensure they meet scope, budget and schedule requirements, and also ensure they meet the required quality, health and safety, risk and environmental requirements, State, Federal and local government requirements, and comply with Council policies, processes and procedures.

Prepare and submit progress and final reports to approved funding bodies for approved projects on time.

Facilitate public engagement and education for major projects to ensure the stakeholders are informed as to the rationale for the projects.

Represent Council where required at meetings, site visits, and forums.

Liaise with Government agencies, research organisations, industry groups and community groups in relation to projects as required.

Negotiate commercial outcomes with contractors, consultants, landowners and regulators.

### Major duties and responsibilities

- Assist with the production of media releases and other publicity as required.
- Provide timely, accurate and succinct information on project issues, and develop technical information in relation to these issues.
- Prepare detailed reports and correspondence on specific projects.
- Provide accurate and timely written and oral advice.
- Ensure personal knowledge and training in relevant legislation, practices and issues are maintained.

### Essential selection criteria

*The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.*

#### Education and knowledge

- Degree in Civil Engineering; **or** equivalent relevant industry experience
- Detailed knowledge of project management, design constructability reviews, project planning, procurement and delivery

#### Licences/tickets, clearances, membership

- Current Drivers Licence

#### Experience

- Demonstrated ability in the delivery of multiple construction projects with individual value of up to approximately \$5M, on time and within budget
- High level experience in the management of construction contracts

#### Position related skills

- Demonstrated well developed project management skills
- Demonstrated well developed written and verbal communication skills
- General computer literacy including basic proficiency in Microsoft Word and internet and email programs

#### Work qualities

- Behaviour that positively demonstrates commitment to Council's STRIVE values

### Desirable selection criteria

*The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.*

#### Education and knowledge

- Postgraduate qualifications in Civil Engineering
- Tertiary qualifications in Project Management
- Eligible for professional engineering registration

### Desirable selection criteria

#### Licences/tickets, clearances, membership

Nil

#### Experience

Demonstrated experience in delivery of bridge construction projects

Experience in working with community groups and stakeholders

#### Position related skills

Nil

### Other features of this position may include

May be required to represent Council in forums or public meetings from time to time.

### Generic performance requirements

**Ethics/probity** – act in accordance with the Code of Conduct.

**Equal employment opportunity** - comply with Council's Equal Employment Opportunity (EEO) Protocol.

**Health and safety (WHS)** - undertake duties and act at all times in accordance with the WHS Management System.

**Other duties (outside of specific position requirements)** - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

### Declaration

In signing this declaration I acknowledge that I, .....  
have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.

Signed: ..... Date .....  
*Employee*