



Position Description	
Works Program Coordinator	
Name of appointed officer:	Vacant
Date of appointment:	
Date of last review of position description:	August 2017

1.	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
	Status of position:	Permanent
	Hours of work per week:	35

2.	Organisational relationships	
	Directorate	Works and Civil
	Section:	Civil Services
	Unit / team:	Maintenance
	Work base:	Grafton
	Position responsible to:	Manager Civil Services
	Level of support & supervision	High level of independence with routine reporting function to Manager Civil Services
	Level of personal management	High
	Level of teamwork	High
	Supervision of staff	Direct supervision of staff within team
	Internal contact:	All staff within Council

2.	Organisational relationships	
	External contact:	General public, Government agencies, developers and private organisations.

3.	Physical demands of the position	
	Frequent use of computer keyboard	
	Potential for large amount of travel within the Council area	
	Walking on uneven ground and up and down slopes	

4.	Purpose of the position	
4.1	To ensure the effective and efficient delivery of Council's Civil Services works maintenance and capital works program.	
4.2	To ensure effective and efficient delivery of major and minor road and drainage construction and maintenance projects, giving due consideration to the Civil Liabilities Act, and other such Legislation and regulations as may be applicable.	
4.3	To ensure that customer liaison and response is a high priority within the section.	
4.4	To liaise, advise and negotiate with other Civil Services staff to ensure the successful completion of scheduled capital and maintenance programs.	
4.5	To liaise, advise and negotiate with Government Agencies, members of the public and sections of Council regarding Council's maintenance operations.	
4.6	To provide timely, accurate and succinct information to Civil Service's technical staff in regard to quality, environment and WHS requirements on maintenance activities.	
4.7	To continuously review Council's methods of service delivery to ensure that Council services are delivered to the required standard in the most economic means.	
4.8	Provide competent leadership, and coordination of human, physical and financial resources.	
4.9	Drive cultural change and be a key member of the Civil Services leadership team.	

5.	Major duties and responsibilities	
5.1	Manage the delivery of Civil Services maintenance and capital works programs (including the liaison with other sections of Civil Services and Council) through the efficient utilisation of Council resources and engagement of contractors.	
5.2	Monitor maintenance and capital works ensuring results meet Council requirements and standards and that there is a consistent level of service, behaviours and work practices delivered in all areas.	
5.3	Manage the section liaison and response to community requests and correspondence to meet Council objectives.	
5.4	Manage the expenditure of maintenance and capital projects and report deviations from anticipated project costs to Civil Services management in a timely manner.	

5.	Major duties and responsibilities
5.5	Foster a culture of continuous improvement through the audit and review of maintenance and capital works and best practice maintenance and management techniques to identify and implement service improvements.
5.6	Lead and motivate staff to enhance: productivity; continuous improvement; safety; and job satisfaction.
5.7	Assist in the formulation, development and implementation of procedures and policies to ensure the effective and efficient delivery of roads and transport services.
5.8	Provide professional reports and advice to other sections of Council and management.
5.9	Support emergency response in times of natural disaster.
5.10	Represent Council on internal and external committees and liaise, advise and negotiate with Government Agencies, members of the public and sections of Council regarding Council's maintenance operations.
5.11	Undertake administrative duties associated with the management of Civil Services service delivery.

6.	Essential criteria
	<i>Applicants must address each of the individual criteria listed below in their application.</i>
6.1	<i>Education and knowledge</i>
6.1.1	Civil Engineering Degree or equivalent Tertiary Qualifications, or equivalent relevant industry experience
6.2	<i>Licences/tickets, clearances, membership</i>
6.2.1	Current Drivers Licence
6.2.2	WHS Construction Induction Training Certificate (NSW) or equivalent recognised in NSW
6.3	<i>Experience</i>
6.3.1	Demonstrated extensive experience in construction and maintenance activities associated with municipal infrastructure
6.3.2	Demonstrated experience in the human resource management and leadership of large multidisciplinary works teams
6.3.3	Demonstrated experience in financial management of municipal maintenance and capital works programs
6.4	<i>Position related skills</i>
6.4.1	High level computer literacy in email and internet programs and high level proficiency in Microsoft Word and Excel
6.4.2	Demonstrated highly developed communication and negotiation (written and verbal) skills
6.4.3	Demonstrated ability to implement change
6.4.4	Ability to assess and analyse complex issues/problems over a large geographic area and develop prioritised responses for advice/implementation
6.5	<i>Work qualities</i>

6.	Essential criteria
6.5.1	Demonstrated commitment to the achievement of organisational values, goals and objectives

7.	Desirable criteria
	<i>Applicants must address each of the individual criteria listed below in their application.</i>
7.1	Education and knowledge
7.1.1	Tertiary qualifications in a related field(s)
7.2	Experience
7.2.1	Demonstrated contract management experience

8.	Other features of this position may include
	To be available outside normal working hours
	To attend meetings as required, which may include meetings with the public, community groups or Government Agencies
	Contact with challenging customers

9.	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.

10.	Declaration
<p>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.</p>	
<p>Signed: _____ Date: _____</p>	

Employee

Signed:

Date:

Manager Human Resources