

## POSITION DESCRIPTION

<b>Position Title:</b>	Project Management Coordinator	<b>Position Code:</b>	6-PC
<b>Division:</b>	Infrastructure	<b>Grade:</b>	I
<b>Location:</b>	Dubbo	<b>Hours/Week:</b>	35
<b>Reports to:</b>	Manager Building Infrastructure Leadership Team (BILT)		
<b>No. Direct Reports:</b>	Nil	<b>No. Indirect Reports</b>	Nil

### Primary Purpose of Position

The Project Management Coordinator is responsible for assisting the Manager Building Infrastructure Leadership Team (BILT) in the effective delivery of identified Major Capital Projects.

### Key Accountabilities / Duties

Key Result Area	Primary Activities
Project Delivery	<ul style="list-style-type: none"> <li>• Manage allocated projects in accordance with contract documentation and specifications and Council's standards.</li> <li>• Read and interpret complex construction plans.</li> <li>• Liaise with clients so as to understand their project requirements.</li> <li>• Manage budget processes and provide budget support for projects ensuring accurate reporting and administration.</li> <li>• Undertake contract documentation preparation and adherence to contracts.</li> <li>• Evaluate and recommend solutions to issues impacting project delivery.</li> <li>• Ensure Client is engaged as required in regards to any impact of projects on normal business operations or future requirements.</li> <li>• Obtain and respond to client and public feedback regarding projects.</li> </ul>
Teamwork and Involvement	<ul style="list-style-type: none"> <li>• Participate in programming meetings.</li> <li>• Facilitate information flow to relevant staff, clients and contractors.</li> <li>• Foster a culture that values its people and encourages and supports customer focus, integrity and one team.</li> </ul>
Project Financial Services	<ul style="list-style-type: none"> <li>• Monitor identified project budget and provide timely and accurate budget reports and reviews to the relevant Client and Manager as required.</li> <li>• Adhere to statutory financial and accounting systems, standards and controls.</li> <li>• Oversee contract management obligations within project development, ensuring the organisation complies with best practice in relation to procurement and tendering processes, monitoring, review and reporting.</li> </ul>

### Key Accountabilities / Duties

Project Administration Services	<ul style="list-style-type: none"> <li>Undertake project meetings with project managers, contractors and stakeholders as required, including ensuring management of minutes and action items.</li> <li>Ensure communications to media and stakeholders are undertaken in accordance with funding guidelines.</li> </ul>
Corporate Reporting, planning and monitoring	<ul style="list-style-type: none"> <li>Assist Manager BILT in providing branch input and implementing the following strategic plans and documents: <ul style="list-style-type: none"> <li>Business Plan</li> <li>Branch Budget</li> <li>Operational Plan</li> <li>Delivery Program</li> </ul> </li> <li>Provide input into corporate plans, reports, programs, and policies as required and monitor branch performance.</li> <li>Implement organisational systems within the Branch in accordance with Council's strategic plans and policies.</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>Represent the branch in a professional and ethical manner</li> <li>Provide the communication link from the Manager to Clients, contractors and consultants.</li> </ul>

### Inherent Requirements of the Position

- Class C Drivers Licence.
- General Construction Induction card (White card).
- Willingness to undertake further studies as required.
- A significant proportion of this role is office based, using computers/ electronic systems, thus an inherent requirement of this position is the ability to complete sustained periods of work sitting at a desk utilising computers/ electronic systems or other office based equipment.
- The wearing of the local government uniform is optional for this position.
- This position is required to work indoors and outside, in public and non-public areas as a part of the role, thus a reasonable level of fitness is an inherent requirement of the role.
- The position is provided with a Dubbo Regional Council mobile phone which must be carried at all times. Personal calls are to be reimbursed regularly.

### Selection Criteria

#### Essential

- Diploma in Project Management, Civil Construction Management or related discipline.
- Extensive experience in the delivery of building projects, civil infrastructure projects and community infrastructure projects.

3. Highly developed communication, leadership and negotiation skills with the ability to effectively manage a variety of stakeholders.
4. Demonstrated experience in tender preparation and contract management.
5. Demonstrated experience in organising and managing conflicting work priorities.
6. Well developed report writing and communication skills.

Desirable

7. Local Government experience.
8. Degree qualification in related discipline.

### Organisation Wide Accountabilities

Corporate Values	<p><b>Creating Community for Today and Tomorrow</b></p> <p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> <li>• <b>Progressive</b> <ul style="list-style-type: none"> <li>○ Be Curious, Courageous And Committed</li> </ul> </li> <li>• <b>Sustainable</b> <ul style="list-style-type: none"> <li>○ Balanced Approach To Growth &amp; Opportunity</li> </ul> </li> <li>• <b>One Team</b> <ul style="list-style-type: none"> <li>○ Working Together</li> </ul> </li> <li>• <b>Integrity</b> <ul style="list-style-type: none"> <li>○ Accountable For Our Actions</li> </ul> </li> </ul>
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> <li>• Complying with Council's WHS policies and procedures</li> <li>• Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others</li> <li>• Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture &amp; Safety within 48 hours</li> <li>• Participating in any WHS consultation arrangements</li> <li>• Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace</li> <li>• Correctly using all personal protective equipment</li> <li>• Complying with emergency and evacuation procedures and site rules if applicable</li> <li>• The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy</li> </ul>
Sustainability	<p>Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>

Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> <li>• Council's adopted Code of Conduct.</li> <li>• Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.</li> </ul>
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#### Acceptance:

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: