

Position description

POSITION DETAILS

POSITION TITLE	Projects Officer/Contracts Administrator
GRADE	15
OCCUPANT	Vacant
DIRECTORATE	Infrastructure
REPORTS TO	Project Manager (Building)
POSITION STATUS	Permanent
HOURS PER WEEK	35
NO. DIRECT REPORTS	Nil
NO. INDIRECT REPORTS	Nil
OPERATING BUDGET	Nil
CREATED	27 June 2022

POSITION PURPOSE

This position will play a key role in the Projects team with the planning and delivery of projects to achieve the strategic outcomes of the capital works program for Gilgandra Shire Council.

A key component of the role is to provide sound Contract Management, including various administrative functions, on a number of complex building projects, to achieve contractual obligations in addition to ensuring the delivery of quality, well-constructed products within time and budget constraints.

Our Vision

A vibrant region to
Live > Enjoy > Grow
that is inclusive,
resilient and
progressive

Our Values

- > Integrity
- > Leadership
- > Vision

KEY ACCOUNTABILITIES / DUTIES

OPERATIONAL RESPONSIBILITIES

- > To work closely with the project manager and provide input into project planning, project programming, project management and contract management.
- > Assist with the management of contracts on various capital projects
- > Complete various contract administration functions including contract preparation, progress claims, variations, requests for information (RFI's), site instructions, extensions of time and the like
- > Effectively monitor contract performance against nominated parameters.
- > Prepare, in consultation with the projects team, project cost estimates.
- > Assist the Project Manager to provide precise and effective communication to contractors, council staff and other relevant project stakeholders.
- > Contribute to the development and implementation of contract management plans by sourcing documents and established contracts, as well as monitoring performance and addressing non-performance, to achieve the required contract outcomes
- > Administer contracts in accordance with approved Contract Management Plans and procedures and update contract details to maintain the integrity of contract information
- > Interpret and explain contract requirements, terms and conditions to team members and relevant stakeholders to support compliance with statutory and policy requirements.
- > Ability to work effectively as an active member of a small team
- > Ability to complete urgent key jobs or projects without adherence to standing working hours, including a demonstrated willingness to be flexible with start and finishing times as required.
- > Establish and maintain stakeholder and supplier relationships to identify and minimise risk, and maximise the value from the contract
- > Proactively identify and manage contract risks to meet organisational obligations and achieve the planned outcomes of the contract
- > Liaise with Project Managers and Project Coordinator regarding the allocation of staff, plant and equipment to ensure effective utilisation of available resources within project parameters.
- > To ensure that worksite safety management plans are developed for the duration of the projects.
- > To contribute to the design of projects, including stakeholder engagement, the development of a Project Plan and Conceptual ideas , the preparation of Tender / Quotation Documents, and preparation of detailed Specifications.
- > Ability to prepare written reports regarding project progress, expenditure and risks for funding bodies and Council.
- > Provide support to the projects team when liaising with members of the public in regard to planning and pre commencement consultation, design and procurement of projects.
- > Develop key relationship with Council's Community Engagement Officer to assist in the community consultation and engagement for projects.

- > Liaise with other stakeholder groups internally and externally
- > To organise or be involved in worksite risk assessments as well as regular safety audits.
- > Ensure that all incidents are appropriately dealt with and reported promptly, appropriately and accurately.
- > To carry out duties without direct supervision for periods of time.
- > Promote a professional and positive image of Council. Take a pro-active approach to providing excellent customer service – to both internal and external customers.
- > Keep accurate records as required to meet Council's and legislative requirements.
- > Ensure that all corporate records are fully and accurately captured and maintained, to comply with legislative requirements and business needs.
- > To ensure that capital projects are completed within anticipated cost, time, quality and safety standards.
- > To ensure that work is carried out in accordance with plans and specifications and within budget limitations

SELECTION CRITERIA

ESSENTIAL CRITERIA

- > Tertiary qualifications in Contract Management, Construction Management, Project Management, building/construction or related areas and/or equivalent work related experience
- > Ability to read, understand and implement the requirement of various construction drawings, details and specifications
- > Sound communication skills both verbal and written
- > Demonstrated knowledge and understanding of Workplace Health and Safety responsibilities practices in the workplace.
- > Possess a Construction White Card (or the ability to acquire prior to commencement).
- > Possess personal drive, a willingness to help others and a successful track record of working within a team environment across a number of disciplines.
- > Possess a genuine desire to see projects delivered to improve the livability of the community
- > Possession of a current Drivers' Class C Licence

DESIRABLE CRITERIA

- > Sound administration skills, including proficiency in Microsoft Word, Excel and Project
- > Minimum of 3 years experience in Contract Administration or Construction Management or related role
- > Demonstrated knowledge and understanding of Australian Standards Contracts including AS4000 and AS2124, as well as other contracts such as the ABIC Simple Works Contract and the ABIC Major Works Contract
- > Ability to prepare and conduct meetings and lead group discussions, including preparation of meeting minutes.

- > Ability to use CAD programs in the design of projects
- > Possess a good understanding of and general knowledge of the operational requirements of Councils in regards to water, sewer, urban streets and roads, stormwater, traffic facilities and the like in the urban areas

AUTHORITY AND ACCOUNTABILITY

- > Policy, processes and procedures are readily available but the jobholder is required to choose the appropriate actions within these frameworks. Unusual problems may be referred for clarity of policy direction or guidance.
- > Decisions made by the job holder affect the work and activities of others within the section or from a specific project team.
- > The work of the jobholder influences and supports the community within a specified service line through the application of technical skill and/or application of regulatory requirements.
- > The jobholder is responsible for ensuring that Council and operational standards and processes requirements are met at an operational level.
- > The job holder identifies requirements as an input to budget development.
- > Monitor budgetary spending within work area, against pre-determined targets. Weigh up options on a cost basis in order to make recommendations and continuously look for greater efficiency within work area.
- > This job has contract management responsibility from \$101,000 to \$1m.

JUDGEMENT AND PROBLEM SOLVING

- > Problems are solved by the examination of readily obtained information and the selection of an appropriate solution from a number of options.
- > The jobholder is required to make judgements and interpretations based on analysis of information and straightforward situations and is responsible for improving and developing methods and techniques.
- > Regular planning is required to ensure activities and resources are coordinated for day to day work or that projects run to schedule.
- > Understand the commercial environment and apply business principles to maximise the performance of the Section(s).

MANAGEMENT SKILLS

- > Responsible for own work and not normally required to direct or supervise other personnel.

INTERPERSONAL SKILLS

- > This job requires written communication skills which enable the job holder to write standard reports following prescribed formats and/or templates.
- > The jobholder has high visibility with customers, usually away from Council premises.

- > The job holder is required to provide service to internal customers as a regular part of the job. Service includes answering queries, providing documentation, sourcing advice and referring queries to appropriate personnel.
- > Responsible for frequent coordination of and communication with other workers to gain cooperation for work production or service quality.

CORPORATE WIDE ACCOUNTABILITIES

WORK HEALTH AND SAFETY

All employees are responsible for the Work Health and Safety (WHS) for Gilgandra Shire Council and their duties include:

- > Complying with Council's WHS policies and procedures
- > Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- > Reporting any potential hazards, incidents or injuries to their Supervisor or People and Culture within 48 hours
- > Participating in any WHS consultation arrangements
- > Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- > Correctly using all personal protective equipment
- > Complying with emergency and evacuation procedures and site rules if applicable

SUSTAINABILITY AND TRANSFORMATIONAL CHANGE

Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability and transformational change 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 and transformational change work practices.

CODE OF CONDUCT AND EQUAL EMPLOYMENT OPPORTUNITY

Staff will, at all times, adhere to:

- > Council's adopted Code of Conduct
- > Council's Equal Employment Opportunity and Workplace Bullying policies to adopt a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work with the requirements of the position and will abide by Gilgandra Shire 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: _____