

Position Description



CORPORATE INFORMATION

Position title	Project Officer Resource Recovery		
Directorate	Community Sustainability	Branch/Section/Unit	Resource Recovery
Position number	XXX	Level	5
Award	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
Line Manager	Coordinator Resource Recovery		
Direct reports	Nil		
Indirect Reports	Resource recovery team		

SCOPE OF POSITION

Position Summary

- Oversee the planning and implementation of a broad range of capital and operational projects across resource recovery and waste management services, and specific operations roads & drainage project work.
- Play a leading role in the planning and delivery of waste services which advances the strategic aims within Council's corporate plan and other relevant strategies, specifically Council's Waste and Environment Strategies.

Key Responsibilities of the Role

- Coordinate and manage waste infrastructure projects & occasional operations roads & drainage project work.
- Manage projects to ensure they meet quality standards and are delivered in a cost effective and timely manner.
- Prepare and undertake project briefs, design management, procurement, contractor negotiation, contract management, financial administration, record keeping, and other tasks as required for the project coordination of Council waste infrastructure projects.
- Prepare and maintain project management plans to ensure projects are appropriately managed and monitored for risks and issues as they arise.

Position Description



- Manage external consultants and assess the work completed by other professionals, providing feedback and issue identification and management. Prepare and implement effective communication plans to ensure stakeholders are appropriately informed.
- Liaise with other Council Departments, Government agencies and Council clients to ensure that projects are planned, coordinated, and implemented in accordance with statutory obligations and Council objectives.
- Assist in the development, implementation and evaluation of policies, systems, procedures and operational standards to facilitate effective administration of the Branch and achievement of Council's corporate objectives.
- Assist in the implementation of branch administrative processes and procedure and development of project management systems.
- Assist in the development of future capital works programs as directed.
- Other relevant duties as required from time to time which would generally fall within the scope of this position.

Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence that is current and maintained.
- General construction induction (white/blue card).

Essential Knowledge/Skills/Qualifications Criteria

- Tertiary qualifications in a relevant field, such as Mechanical/Electrical/Civil Engineering, Project Management or other similar qualifications relevant to the duties of the position.

Desirable Knowledge/Skills/Qualifications Criteria

- Extensive experience in project management with waste experience is favourable.
- The ability to exercise an appropriate range of analytical, problem solving and investigative skills/techniques and develop actionable strategies and plans that will achieve outcomes in unstructured situations with only limited direction.
- High level of oral and written communication skills including analytical reports and presentations and demonstrated ability in the use of computer applications and information systems, especially in the area of project management.
- Well-developed knowledge, or ability to quickly acquire, of current planning, strategic infrastructure issues and a broad understanding of the drivers of project development within the region.
- Comprehensive knowledge or the ability to quickly acquire, of relevant State and local government legislation and policy.
- Proven ability to effectively manage multiple projects concurrently.

Physical Requirements of the Position

- An ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg.
- An ability to walk up and down stairs whilst occasionally carrying weights up to 15kg.
- An ability to clearly hear directions and instructions being provided at normal speech levels.

ORGANISATIONAL INFORMATION

Safety

Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

Applying Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Position Description



Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

Council's Vision

Gympie Regional Council has a vision for embracing opportunities, promoting wellbeing and celebrating strong communities.

Council's Values

Accountability – We are open, transparent and take responsibility for our actions.

Communication – We consult with the community, actively listen to and respond to the input of residents, and keep people informed.

Customer Service Focused – We meet the needs of our community in an efficient and effective manner. We strive to continually improve, show empathy and are environmentally aware in our service delivery.

Integrity – We act with honesty and respect in all we do and respect all residents, colleagues and visitors.

Teamwork and Collaboration – We recognise and support everyone's contributions. We are inclusive and contribute respectfully working as a team. We will care for ourselves and others.

POSITION APPROVAL AND ACCEPTANCE

Approved by

Name		Position	
Signature		Date	

Accepted by

Name			
Signature		Date	

The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.