

Position Description

CORPORATE INFORMATION

Position title	Coordinator – Projects		
Directorate	Planning and Development	Branch/Section/Unit	Planning Strategy and Major Projects
Position number	1417	Level	6
Award	Local Government Industry Award – State 2017		
Line Manager	Manager Planning Strategy and Major Projects		
Direct reports	Nil		
Indirect Reports	Various internal Project Managers and external contractors as required		

SCOPE OF POSITION

Position Summary

Council's Planning and Development Directorate is accountable for the delivery of a program of capital works projects which include major streetscaping and urban design projects, recreational facilities and town centre improvements. The projects are delivered using a mix of in-house and external resources.

The Coordinator – Projects reports to the Manager Planning Strategy and Major Projects and has responsibility for managing all phases of nominated projects.

Key Responsibilities of the Role

- Deliver efficient and effective management of projects for which the Planning Strategy and Major Projects Branch are responsible.
- Ensure the delivery of all projects is consistent with the endorsed design intent and vision
- Apply sound project management principles and techniques to deliver all phases of the nominated projects to agreed timeframes, budgets and scopes, including refinement of project scope as required.
- Develop designs using internal resources and/or external design consultants, prepare specifications and administer tender documentation.
- Liaise with relevant Council business units to determine what in-house capability is available to assist with components of each project.

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- Engage, procure and manage consultants and construction contractors as required.
- Convene project control groups (steering committees), prepare and maintain project documentation (project plans, Gantt charts and so on) and obtain all internal and external approvals necessary to deliver the projects.
- Ensure appropriate stakeholder (internal and external) and community engagement is undertaken for the projects.
- Complete project handover activities and ensure all "as-constructed" data, including operation and maintenance manuals and requirements is captured in the corporate GIS and asset management systems.
- Complete progress reports and acquittal reports as required for grant funded projects.

Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence that is current and maintained.

Essential Knowledge/Skills/Qualifications Criteria

- Bachelor Degree (or higher) qualifications in engineering, project management, urban planning or urban design.
- Proven ability to work independently, exercise initiative and meet deadlines as well as the ability to work effectively and collaboratively as part of a multi-disciplinary team.
- Sound knowledge of project management principles.
- Demonstrated extensive experience in successfully managing the development and delivery of capital projects including the construction of urban spaces, streetscapes, recreational facilities, community buildings and other Council "soft" infrastructure.
- Demonstrated experience in developing and maintaining strategic relationships and effectively communicating with internal and external stakeholders, including state government, consultants, contractors and the community.
- Demonstrated experience in local or state government in the procurement and management of consultants and contractors for the provision of planning, urban design, engineering, construction and other related services.
- Sound knowledge of relevant legislation (including the Local Government Act), standards (including Australian Standards) and specifications.

Desirable Knowledge/Skills/Qualifications Criteria

- Experience in delivering project management services within an urban planning context and/or planning department
- Post graduate project management, urban planning or urban design qualifications

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- Experience in asset management, project management and program management tools and systems such as, ISO 55 000, PMBOK / Lean methodologies, Microsoft Project / Primavera, Authority / Technology One, Assetic / Maximo / SAP, GIS.
- Registered Professional Engineer Queensland

Physical Requirements of the Position

Note: Applicants with disabilities will be considered on a case by case basis.

- 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.

Special Requirements

- Occasional out of hours work (including weekends).
- Regular local travel.

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 every day 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.

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Records Management

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

To be the *natural* choice to live, work and play.

Council's Values

Accountable – we take responsibility for our actions. We will be accessible and fair.

Consistent – our actions will reflect Council's guidelines and practices at all times.

Appreciative – we value the opportunities we have and that we look for the best in our people, our organisation and our community.

Communicative – we will keep people informed, consult with the community and will actively listen to and respond to their input.

Respectful – we treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

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.