



POSITION DESCRIPTION

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| Position Title | Project/Restorations Officer | |
| Directorate | Infrastructure | |
| Responsible to | Civil Works Manager | |
| Position Supervises | Direct: Contractors and/or consultants Indirect: 0 | |
| Position No. | IW0287 IW1513 (PFT) IW4076 (Term Contract) | |
| Status | Full time | |
| Hours | Based on a 35 hour week Attendance at Council, Committee and/or Public meetings as required, sometimes outside normal work hours. | |
| Salary Point | 36 to 56 | Band/Level: 3/1to 3/2 |
| Allowances | This position attracts civil liabilities allowance subject to eligibility as per the Award. | |
| Motor Vehicle | NA | |
| Pre-employment checks Legislative requirements | Police Checks | |
| Date reviewed: 2023 | | Reviewed by: Director Infrastructure |

POSITION PURPOSE

This position manages the planning, project management and delivery of restoration and project works. You will implement best practice project management systems and processes and ensure assigned restoration and project works are delivered within budgeted year.

Your work and activities will consistently meet targets and commitments in your individual or team work plans and Council's Operational and Strategic Plans. You will lead and inspire project teams. You will facilitate collaboration across Council in scoping projects, solving problems and developing solutions.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. We are here to be of service to the community and make Inner West a great place to be. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Relevant tertiary qualifications and/or extensive relevant experience.
2. Demonstrated experience in the successful project/contract management of project works.
3. Knowledge and understanding of road and infrastructure technical specifications and standards.
4. A strong customer service ethic.
5. Strong interpersonal & communication skills (written & oral) together with proven ability for negotiation and conflict resolution. Ability to engage staff and stakeholders and work collaboratively. Ability to represent Council to external organisations, customers and members of the public.
6. Computer literacy enabling competency in the use corporate systems, data collection & entry and developing spreadsheets.
7. Current NSW Class C Driver's License.
8. Demonstrated ability to work as part of a team or with minimal supervision (self managed)
9. Demonstrated understanding of financial budgeting (expenditure and income)

Desirable Criteria:

1. Relevant tertiary qualifications, with background in road management, traffic engineering and /or development engineering.
2. Working knowledge of the Roads Act, Council's powers and duties as a Roads Authority, and other agency and public utility legislation and procedures relating to access to road reserves and public lands.
3. Demonstrated appreciation of the complexity of Local Government, in particular the social, political and legal frameworks within which it operates.
4. Understanding of or experience with the Australian Business Excellence framework or experience in development and execution of improvement initiatives or continuous improvement.

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

Program Management

- Contribute to the provision of well managed public assets and engineering services through responsive management of customer requests and "best value" investment in sustainable infrastructure through:
 - Stakeholder engagement
 - Restoration/project scoping

- Preparation of formal quotations, tenders and contract documentation
 - Restoration/project delivery including contract administration, project management and completion of 'work-as-executed'/ asset information
 - Post project reviews and process improvements.
- Timely provision of professional/ technical advice and recommendations to both internal & external customers.
 - Assisting with the regular review of Council road opening, road occupancy and development engineering related policies, procedures and specifications to maintain currency and relevance to Council objectives and community expectations.
- Achieve project & program delivery goals (encompassing quality, time, cost, creativity, governance, environmental, safety, community & stakeholder expectations).
 - Contribute to the successful development, acceptance and implementation of policies, strategies, procedures and specifications through effective liaison, communication and engagement and developing and maintaining effective working relationships with all stakeholders both internal and external to the organisation.
 - Assist in Council's risk minimization by:
 - Ensure due performance by proponents in relation to the provision and protection of public infrastructure.
 - Coordinating the timely completion of restoration and project works through both in-house and contracted resources to achieve cost competitive outcomes and specification requirements.
 - Maintaining accurate and comprehensive records of all restoration and project works impacting Council infrastructure.
 - Investigating, preparing and actioning technical reports concerning public liability claims.
 - Committing to and implementing Council's Safety and Environmental principles and practices.
 - Ensuring strong technical skills are developed, adopted and practiced at all times.
 - Participating in continuing professional development opportunities and developing competency.
 - Review, develop, update and execute operational policies, procedures, goals and business plans that ensure relevance, effectiveness and compliance with regulations

Financial Management

- Contribute to the achievement of budget targets and "best value" through consistent application of Council's schedule of rates, fees and charges and delivery of income.
- Investigate and pursue income and revenue generation opportunities for Council where practicable and appropriate.
- Regularly communicate with the Manager with regards to the status of expenditure and income receipts, changes and/adjustments that need to be made to keep the budget current and accurate
- Manage and review budget expenditures against income revenue to ensure cost effectiveness, achievement of budget targets, delivery of savings and innovations, and accurate and timely reporting of budget performance.

Service Management

- Monitor achievement of outcomes and projects, ensuring services delivered meet the Community Strategic Plan, management plans and service agreement requirements
- Evaluate and monitor performance to ensure services provided are meeting standards, expectations and commitments

- Contribute to the development and implementation, review and maintenance of systems and procedures which model industry best practice.
- Ensure that the Manager is informed of any issue which may affect staff, the community and/ or service delivery.
- Contribute to the development of “best practice” policies and solutions through:
 - Research and analysis to identify areas of deficiency, industry best practice and cost effective solutions.
 - Consideration of political sensitivities, lifecycle costs, safety, amenity, environment, accessibility, community expectations and other risk management issues.
 - Effective representation on relevant council & external committees and working groups.
- Contribute to the planning, policy development and effective operation of the Service Unit by:
 - Providing timely and accurate management reports, presentations and information.
 - Undertaking other tasks and duties as required consistent with the principal objectives and responsibilities of the position.
- Promote the image of Council and the Service Unit as being a professional, committed, customer focused organisation by providing a high level of communication, consultation and quality service delivery to the Unit’s clients.
- Model respectful behaviour including respect for cultural diversity and work together to generate creative and innovative ideas.

Emergency Management

- Provide support to the Local Emergency Management functions undertaken by Council.
- Provide resources and assistance in support of emergency response operations.

KEY RELATIONSHIPS:

Internal: Civil Works Manager
Engineering Services staff
 Operational & professional staff
 Other Council employees
 Local Emergency Management Officer.

External: State Government Departments & Agencies
 Contractors & external service providers
 Local community groups
 Residents, businesses & ratepayers
 Developers
 Members of the public

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT SUPERVISORS / TEAM LEADERS / GANGERS

LEVEL 5

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

| Responsibilities | Performance Measures |
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| <ul style="list-style-type: none"> Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements. | <ul style="list-style-type: none"> Evidence of promotion of, and conformance with, Council policies and procedures |
| <ul style="list-style-type: none"> Ensuring regular monitoring of Health and Safety performance in the area of their responsibility. | <ul style="list-style-type: none"> Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. Analysis of accident/incident trends Regular team meetings Use of the hazard reporting process |
| <ul style="list-style-type: none"> Commitment to WH&S | <ul style="list-style-type: none"> Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc |
| <ul style="list-style-type: none"> Undertaking accident/incident investigations | <ul style="list-style-type: none"> Evidence of documented and signed accident investigation forms |
| <ul style="list-style-type: none"> Liaising with Health and Safety representatives in relation to workplace Health and Safety issues. | <ul style="list-style-type: none"> Regular meetings with WH&S rep |
| <ul style="list-style-type: none"> Improving health and safety performance | <ul style="list-style-type: none"> Initiating action based on audit, inspection results and feedback from staff |
| <ul style="list-style-type: none"> Undertaking regular inspections to assist in the identification of hazards | <ul style="list-style-type: none"> Development of a schedule of inspections Completed inspections |
| <ul style="list-style-type: none"> Attending health and safety meetings | <ul style="list-style-type: none"> Evidence of signed/ documented minutes |
| <ul style="list-style-type: none"> Providing new employees with Health and Safety induction training and specific job training where required | <ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees |

| Responsibilities | Performance Measures |
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| <ul style="list-style-type: none"> Facilitating rehabilitation for injured employees | <ul style="list-style-type: none"> Evidence of signed return to work programs Selected duties register |
| <ul style="list-style-type: none"> Ensuring employee awareness of Health and Safety management systems and specific workplace hazards | <ul style="list-style-type: none"> Regular documented meetings with staff Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff |
| <ul style="list-style-type: none"> Providing a clear definition, in writing, of all work procedures | <ul style="list-style-type: none"> All work instructions are documented and provided to staff with explanation |
| <ul style="list-style-type: none"> Developing health and safety procedures | <ul style="list-style-type: none"> Development of specific procedures where required |
| <ul style="list-style-type: none"> Knowledge of WHS and related legislation | <ul style="list-style-type: none"> Attendance at training sessions |

Applicant Declaration

I, have read and understood the position description for the **Project/Restorations Officer** as detailed in this document.

Signature:

Date: / /