

North East Link Project Officer

Reports to	Team Leader Integrated Transport	Direct reports	Not applicable
Classification	Band 7		
Position number	441091		
<h2>What will you do?</h2> <h3>Service Delivery</h3> <ul style="list-style-type: none">Assist the organisation to support the design, development and assessment of the North East Link project.Assist with the liaison of the North East Link Program (NELP authority) and other relevant stakeholders to ensure Manningham’s interests are represented.Assist to coordinate engagement with our community in relation to the North East Link and other infrastructure projects as required.Provide technical advice in relation to transport, engineering and other relevant discipline issues.Provide support to embed effective project management plans that deliver the objectives of the strategy.Assist with the design and implementation of project management activities that are responsive, flexible and financially sustainable. <h3>People</h3> <ul style="list-style-type: none">Develop and build strong foundations and partnerships with key stakeholders.Proactively engage our community and other key internal and external stakeholders to ensure information is shared collaboratively.Lead a service culture of excellence, collaboration and accountability.		<h2>Who are you?</h2> <ul style="list-style-type: none">Tertiary qualified in Civil Engineering, Transport Planning or other relevant field.Experienced in assessing large scale projects for the community.Able to engage and work collaboratively with internal and external stakeholders and build strong partnerships and relationships.A skilled negotiator with the ability to influence outcomes.Flexible, agile and able to respond to changing priorities and to complete tasks within tight timeframes.A problem solver, with ability to identify and manage complex issues. <h2>What do we expect?</h2> <ul style="list-style-type: none">Model and lead our values.Be dedicated to delivering a consistent, connected and customer focused service.Be committed to maintaining a safe and healthy workplace.Act consistently with our Employee Code of Conduct.Be flexible and responsive and are prepared to step up to support the community in times of emergency.	

North East Link Project Officer

What are your key responsibilities?

Service delivery	<ul style="list-style-type: none">• Undertake investigations, analysis and feasibility studies in relation to the North East Link and other infrastructure projects.• Provide contemporary and technical expert advice in relation to transport, engineering and other relevant discipline issues of North East Link and other infrastructure projects.• Liaise with other local councils and state government departments as required• Develop integrated project plans and schedules to deliver the various project related to the North East Link and other infrastructure projects.• Assist with the coordination of activities and deliverables of the project team to ensure milestones are met on time and within budget.• Assist with liaising with and engaging key stakeholders to ensure activities with are achieved on time and within budget.• Identify, highlight, and resolve project related risks and issues in collaboration with key stakeholders.• Assist in the preparation and presentation of reports to the executive management team, Councillors, and other key stakeholders• Oversee the performance and service provision of contractor agencies
Systems and process	<ul style="list-style-type: none">• Assist in the implementation of robust and accountable information management practices.• Participate in internal and external audits and implement audit actions as required.
People	<ul style="list-style-type: none">• Undertake people management practices in line with our policies and procedures and relevant legislative requirements.

North East Link Project Officer

What are the key requirements?

Accountability and extent of authority	<ul style="list-style-type: none"> Accountable for the effective and timely delivery of the various projects, related to Councils response to the North East Link project. Responsible for the achievement of business plans and key performance indicators.
Judgement and decision making	<ul style="list-style-type: none"> Ability to make decisions in relation to the application of service delivery and the coordination of resources with minimal direction. Sound analytical skills, including the ability to develop innovative solutions to problems. Ability to resolve operational and service delivery issues to meet the needs of internal and external stakeholders
Specialist knowledge and skills	<ul style="list-style-type: none"> Excellent project management abilities. Knowledge of government policies and current issues. Knowledge of budgeting and financial processes and procedures. Understanding of organisational objectives and the impacts on the team.
Management skills	<ul style="list-style-type: none"> Excellent supervisory skills to coordinate Council staff, various stakeholders and external contractors where necessary. Demonstrated ability to complete tasks within tight timeframes and the flexibility to respond to changing priorities.
Interpersonal skills	<ul style="list-style-type: none"> Ability to engage and work collaboratively with internal and external stakeholders at all levels and build strong stakeholder partnerships and relationships. Excellent written communication skills including the ability to prepare concise and accurate reports. Demonstrated ability to resolve conflict situations
Qualifications and experience	<ul style="list-style-type: none"> A tertiary qualification relevant in Civil Engineering, Transport Planning or a related field. Relevant experience in the assessment and/or delivery of large scale, projects related to the community.