

Melton City Council

Major Projects Officer

Position Description

PD: 00582

A vibrant, safe and liveable
City accessible to all

1. Position details

Position Title	Major Projects Officer
Directorate	City Delivery
Business Unit	Major Projects
Position Classification	Band 7
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022 - 2026 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Head Major Project Delivery
Supervises	Nil
Internal liaisons	<ul style="list-style-type: none">• Executive• Project Owners from various Service Units• Project Stakeholders from various Service Units
External liaisons	<ul style="list-style-type: none">• Contractors and Consultants• Service Authorities• Environmental Approval Agencies• Residents

3. Our Organisation

1. Council Values

Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

4. Child Safe Environment

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.



5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

4. Position objectives

- Manage major projects in accordance with Council's Project Management Framework (PMF) to achieve the required outputs and outcomes within the constraints of the approved scope, budget and timeframes.
- Support the Head of Major Projects in the program management of Council's suite of major projects and in the planning, development, programming, design, construction and handover of same, including contributing to the development of Council's major projects delivery program.

5. Key responsibility areas

- Support the Head of Major Projects in the program management of Council's suite of major projects and in the planning, development, programming, design, construction, and handover of same, including contributing to the development of Council's major projects delivery program.
- Assisting in all aspects of project management in relation to assigned major projects in accordance with Council's PMF during the full project life cycle, and ensure that assigned projects are delivered on time, within budget and scope and in accordance with the approved business case.
- Assist in providing regular reports to the Project Owner and Project Control Group and to manage all aspects of the Project Working Group for assigned projects.
- Assisting with all financial aspects of the project including budgetary control, complying with Council's procurement and purchasing policy, adhering to Council's tender and contract management process and submit reports on the progress and financial status of projects.
- Co-ordinate and work with staff, consultants and contractors as required.
- Ensure all Council's policies and procedures are followed including implementing occupational health and safety actions and all relevant legislative requirements.

6. Accountability and extent of authority

- Assist in the development and delivery of the Major Projects Program adopted by Council and contribute to development of Council's Major Projects Program.
- Provide updates to the Head of Major Projects on assigned and potential projects.
- Deliver all assigned major projects in accordance with the adopted major projects program which are to be delivered in accordance within Council's PMF.
- Monitor and development of financial and other reporting for all areas within the responsibility of the position.
- Ensure that the contractual obligations of external contractors are achieved and that performance and OH&S requirements are met.
- Monitor the progress of various contracts, including approved variations and contract payments in accordance with Council's Policies.
- Ensure complete and accurate tender documentation is produced in a timely manner in accordance with timeframes set down

- Exhibit a strong dedication to Work Health and Safety (WHS) accountability by adhering to pertinent WHS regulations, policies and procedures, actively fostering a secure work environment, and proactively mitigating potential workplace risks.

7. Judgement and decision making

- Deliver projects and programs within the approved business case, scope, budget and timing framework.
- Ensure OH&S and other legislative requirements are met in relation to all areas within the responsibility of the position.
- Monitor expenditure in accordance with Council's Procurement Policy, Purchasing Procedure Manual and allocated budget.
- Provide advice to other service units on the project management of major projects.
- Follow procurement processes to ensure compliance with approved policy procedures and probity requirements.
- Generation and submission of letters, Council Reports and other correspondence for the Manager's approval.
- Use lateral thinking skills in order to resolve problems that may be complex in nature and often with little or no guidance available in order to make a decision.
- Research solutions to problems through external networks to the organisation as required.

8. Specialist skills and knowledge

- Well-developed knowledge and working application of a range of relevant IT Software packages such as Project Management, financial, MS Office, CAD, GIS and document control packages.
- Problem solving with relevant stakeholders will involve the application of a variety of techniques across a range of often complex issues related to project management.
- Problem solving and the delivery of project techniques will often be based on newly emerging trends rather than previous experience.
- Knowledge and application of project management as it relates to the delivery and administration of projects.
- Demonstrated experience in procurement and contract management and administration.

9. Management skills

- Interpret and implement Council's policies, procedures and operational guidelines in a professional and efficient manner.
- Develop a program that will facilitate the roll-out of approved major works programs.
- Manage own time, establish priorities plan and organise own work.
- Work independently while still contributing to team goals, projects and programs.

10. Interpersonal skills

- Well-developed interpersonal, written and oral communication skills.
- Demonstrated ability to gain co-operation and assistance from other staff and stakeholders.



- Demonstrated ability to be assertive and remain composed and be courteous, positive and professional in dealings with clients and providers at all levels.
- Embrace and foster change in an innovative and expanding work environment and rapidly growing municipality.
- Willingness to contribute to both team and organisational goals.
- Establish productive relationships with other Service Units within Council.

11. Qualifications and experience

- Tertiary qualifications in project management, engineering, building, or equivalent, along with several years of subsequent relevant experience, or extensive and demonstrable technical expertise and experience in all aspects of project management, contract management, and procurement, with a shorter period of experience, alternatively lesser formal qualifications with extensive relevant experience.
- Extensive experience in project management and the implementation of major works programs particularly as they relate to planning, design and construction of building, open space and civil infrastructure.
- Experience in working with and contributing to multi-tasked team outcomes and work environment.
- Current valid Victorian driver's licence.

12. Key Selection Criteria

1. Tertiary qualifications in project management, engineering, building, or equivalent, along with several years of subsequent relevant experience, or extensive and demonstrable technical expertise and experience in all aspects of project management, contract management, and procurement, with a shorter period of experience, alternatively lesser formal qualifications with extensive relevant experience.
2. Extensive experience in large scale project and contract management, negotiation and dispute resolution.
3. Extensive experience in project management and the implementation of major works programs particularly as they relate to planning, design and construction of building, open space and civil infrastructure.
4. Monitoring and development of financial and other reporting for all areas within the responsibility of the position.
5. Well-developed knowledge and working application of a range of relevant IT Software packages such as Project Management, financial, MS Office, CAD, GIS and document control packages.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Director City Delivery

Approved by Position Title

March 2024

Date Approved

Incumbent's name

Signature

Date

