
Capital Works Delivery Officer



Position description

September 2020




Northern Grampians Shire Council
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Position description

Position title	Capital Works Delivery Officer
Classification	Band 5
Directorate	Infrastructure
Department	Infrastructure

Our organisation

Northern Grampians Shire Council values community spirit, innovation and collaboration. We have implemented a flexible approach to working arrangements and locations that operates on the Microsoft Platform and, where possible, we are upgrading our systems to be cloud-based. This improves efficiency and equips our employees to undertake their roles effectively and efficiently whether they are working in the office or in other locations.

Position objectives

The Capital Works Officer is responsible for assisting the project delivery team in the delivery of quality and timely capital works projects through the provision of competent administration and project coordination.

Key responsibility areas

- Assist in monitoring and project management of Council's capital works program within budgetary and time constraints
- Undertake project planning tasks prior to project commencement including procurement requirements
- Provide administration support as required within the Project Delivery team, including:
 - o Develop new, and improve existing, administrative processes when required
 - o Preparation of standard and progress reports, correspondence and submissions as directed
- Identify work priorities in consultation with the Senior Projects Officer
- Ensure courteous, timely and accurate service to customers including consultation with key stakeholders on capital works projects

Perform, as directed, other duties that are within the limits of the incumbent's skill, competence and training.

Corporate responsibilities

All staff will:

- ensure that Council's Code of Conduct is adhered to at all times
- adhere to Council's OH&S, equal opportunity and risk management policies, procedures and work practices as well as act in accordance with the Charter of Human Rights.
- ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation
- ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time
- ensure Council's document management and customer-tracking systems are utilised and correspondence is actioned within required time frames

Organisational relationship

Reports to	Senior Projects Officer
Manages	Nil
External relationships	General public, servicing authorities, Government departments, local suppliers and contractors
Internal relationships	All employees and contractors

Accountability and extent of authority

- Work under general supervision of the Senior Projects Officer, with discretion to manage own workload
- The effective and safe delivery of project planning & management
- Assist the project delivery team to ensure works are performed in accordance with the relevant legislation, regulations and guidelines to ensure worksite and public safety
- Freedom to plan own workload with flexibility to respond to priorities at short notice

Judgement and decision making

- Freedom to act as governed by clear objectives, guidelines and frequent prior consultation with senior employees; but is not just limited to standards and procedures as judgement is required as to the most appropriate way to handle events
- May involve problem solving using guidelines, professional/technical knowledge or experience
- Guidance and advice would usually be available within the time required to make a choice

Specialist skills and knowledge

- Ability to ensure efficient construction of projects and compliance with Council standards, design plans and specifications, relevant codes, industry agreements, budget and time constraints
- Ability to communicate with residents to resolve complaints and issues relating to projects undertaken
- Understanding of the relevant technology, procedures, practices, regulations, policies and processes used within the Infrastructure department
- Understanding of relevant plant and equipment capabilities
- Understanding of acceptable performance standards in construction, contract supervision and works inspections
- Familiarity with budgeting techniques

Management skills

- Excellent skills in managing time, setting priorities and planning and organising one's own work to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable
- Ability to achieve specific objectives within available resources and within a set timetable
- Initiative, professionalism and the ability to work with limited supervision

Interpersonal skills

- Excellent verbal, written and listening skills
- Ability to prepare documents of high quality
- Demonstrated ability to work collaboratively with team and across networks, and have a flexible approach to duties
- Establish rapport and gain the cooperation of customers and employees
- Capacity to develop networks with key employee groups within Council and relevant external organisations
- Ability to work efficiently within a busy office environment with a range of competing demands.

Qualifications and experience

- Relevant degree or diploma or lesser formal qualifications with work skills and relevant experience
- Demonstrated experience overseeing civil works ensuring that works comply with plans, schedules, specifications, contract conditions and requirements, timelines and budget constraints
- Significant experience and knowledge in the use of office management computer software
- Demonstrated experience and skills in customer service
- Ability to calculate quantities and prepare accurate cost estimates for projects
- Understanding of the theory and correct safe practice involved with construction works

Selection criteria

1. Relevant tertiary education and/or experience in the field of project management or substantial relevant experience
2. Demonstrated ability to effectively manage time, setting priorities and planning and organising own work.
3. Demonstrated ability to achieve specific objectives within available resources and within a set timetable.
4. Demonstrated ability to problem solve using guidelines, professional/technical knowledge or experience.

Conditions of employment

Conditions of employment are in accordance with the *Northern Grampians Shire Council Enterprise Agreement Number 9 – 2021* and Northern Grampians Shire Council policies and procedures.

Emergency Management - All employees may be required to undertake Emergency Management Duties as directed.

Qualifying period - All Council appointments are subject to a minimum period of employment ("qualifying period") of six months.

Driving licence – The incumbent must hold a current driver's licence which allows them to drive within Victoria.

Medical examination - Some appointments may be required to undertake a satisfactory pre-employment medical examination at Council's expense.

COVID-19 Vaccination – All Council appointments must provide evidence of their vaccination status to meet mandated vaccination requirements.

Working with Children Check - The incumbent must hold a current Working with Children Check.

Police Check - All appointments are subject to a satisfactory National Police Record Check.

Workcover arrangements - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee's entitlement to any future Workcover compensation.

Document review

Date Approved/reviewed	April 2022
Prepared by	Senior Project Officer
Approved by	Chief Executive Officer

Employee Signature

[acceptance_status]

[acceptance_date]

[candidate_name]