
Senior Projects Officer

Position description

August 2022







Northern Grampians Shire Council
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Position description

Position title	Senior Projects Officer
Classification	Band 7
Directorate	Infrastructure and Amenity
Department	Infrastructure

Our organisation

Northern Grampians Shire Council has a diverse employment base, across 14 worksites in the Grampians Region of Victoria and employs people to provide services and governance to local communities. We offer flexible work arrangements, providing access to relevant training and professional development opportunities with a variety of employee benefits. We promote innovation, responsiveness, respectfulness and continuous improvement as our core values.

Position objectives

This position provides infrastructure project and contract management, including site supervision, investigations, and preparation of business cases for projects, budget and quality control.

Key responsibility areas

- Lead and motivate the projects delivery team working on capital works projects for the shire.
- Deliver and manage projects within resourcing, quality, timeline, and budget parameters.
- Ensure contract works are performed in accordance with the relevant legislation, regulations and guidelines to ensure worksite and public safety.
- Develop aspects of Council's capital works program as directed by the Manager Infrastructure.
- Develop tender and contract documentation.
- Supervise contract works and projects, ensuring they are progressed in accordance with tender documents and specifications.
- Control contract expenditure and certify progress payments, in accordance with agreed project timelines.
- Manage materials procurement and awarding of contracts .
- Maintain and upgrade Council building asset registers and facilitate the implementation of Council's Asset Management Strategy.
- Perform, as directed, other duties that are within the limits of the incumbents' 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, child safety and wellbeing 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	Manager Infrastructure
Manages	Capital Works Delivery Officers and Contractors
External relationships	General Public, Servicing Authorities, Government Departments, Local suppliers and contractors
Internal relationships	All Council employees

Accountability and extent of authority

- Employees manage resources and/or provide advice to or regulate clients and/or participate in the development of policy.
- The position has the responsibility for resource management. The freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives or on the public perception of the wider organisation.
- The position has the responsibility to provide specialist advice to or regulate clients. The freedom to act is subject to professional and regulatory review. The impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients.
- The position has responsibility for policy formulation. The work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed.
- Employees have an input into policy development within their area of expertise and/or management.

Judgement and decision making

- This position is essentially problem solving in nature. The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent. The problem-solving process comes from the application of these established techniques to new situations and the need to recognise when these established techniques are not appropriate. Guidance is not always available within the organisation.
- If the prime responsibility is in policy formulation, the primary challenge will be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made.

Specialist skills and knowledge

- Employees require proficiency in the application of a theoretical or scientific discipline in the search for solutions to new problems and opportunities.
- Employees require analytical and investigative skills to enable the formulation of policy options from within a broad organisation-wide framework.
- Employees require an understanding of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Employees require knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures.

Management skills

- Employees require skills in managing time, setting priorities and planning and organising their own work and where appropriate that of other employees to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
- Employees require an understanding and an ability to implement personnel policies and practices including awards, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employees development schemes. They would be also expected to contribute to the development and implementation of long-term staffing strategies

Interpersonal skills

- Employees require the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of broadly defined activities and to motivate and develop employees.
- Employees must also be able to liaise with their counterparts in other organisations to discuss and resolve specialist problems and with other employees within their own organisation to resolve intra-organisational problems.

Qualifications and experience

- Relevant qualifications in the field of project management/ building maintenance or substantial relevant experience in project administration and supervision.
- Demonstrated experience overseeing municipal civil works contracts, including workload prioritisation, compliance and budget management.

Selection criteria

1. Well-developed conceptual and analytical skills and problem solving capability.
2. Proven ability to develop and manage a team, coaching and supporting them with their roadmaps, development opportunities and career aspirations.
3. Experience in preparing annual capital works programs, staff resourcing, lifecycle maintenance planning, budgets, cash flows and forecasts.
4. Demonstrated ability to communicate effectively, gain cooperation and influence a wide range of individuals, groups, organisations and other stakeholders and to motivate and develop employees.

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 - All appointments are 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	August 2022
Prepared by	Manager People and Culture
Approved by	Chief Executive Officer

Employee Signature

[acceptance_status]

[acceptance_date]

[candidate_name]