

SOUTHERN GRAMPIANS SHIRE COUNCIL

POSITION DESCRIPTION

Position Details

Title:	Flood Recovery Project Coordinator
Classification:	Band 7
Position Number:	355.2
Business Unit:	Project Management Office
Directorate:	Infrastructure and Sustainability
Reports to:	Manager Project Management Office

Our Vision and Values

Vision

Southern Grampians is a growing inclusive and connected community that fosters sustainability, diversity, and innovation

Values

Innovative – we will be open to new ideas, will welcome creativity and embrace change

Respectful – we will be caring, accept differences and value diversity

Collaborative – together we will work smarter to achieve agreed common goals

Trusting – we will be open, honest, and brave

Empowering – we will delegate opportunities, and develop and inspire success

Child Safety

Southern Grampians Shire Council is a child safe organisation committed to the Victorian Child Safe Standards by:

- providing an environment where Aboriginal children and young people can express their culture and enjoy their cultural rights
- having a zero tolerance approach to child abuse
- having a zero tolerance approach to racism and an expectation that staff and volunteers will act on incidents of racism

Position Summary

Following the storm event in October 2022 and the subsequent flooding (AGRN1037) the Southern Grampians Shire Council seeks to appoint a Project Coordinator to provide effective and efficient support to restore Council owned assets damaged through this flood event

This temporary role ensures that these damaged assets are restored to appropriate standards, comply with relevant legislation, and required levels of service

Key Responsibilities

- Co-ordinate road associated infrastructure reinstatement activities across the Shire
- Provide advice to the Manager to inform department staff on restoration costs
- Undertake flood impacted facility inspections in conjunction with the Municipal Building Surveyor or other professionals where necessary to establish works required to meet relevant legislation and levels of service
- Ensure effective co-ordination of restoration works from identification of requirements, preparation of tender documents through to supervision of contractors
- Promote a policy of Excellence in Customer Service, through the identification, implementation, and review of strategies to provide service quality during disaster recovery activities
- Supervise contractors to the department ensuring timely completion of duties and quality contract management
- Assist the finance department in the preparation of claims including the audit and evidence framework

Works Co-ordination

- Liaise with service managers and committees of management regarding facility requirements and restorations works planning
- Develop a rapport with contractors and program works to achieve the most efficient use of Council resources
- Undertake regular inspections of contracted works to ensure compliance with timelines, specifications, and quality standards
- Assist in the preparation of the facilities repair and reinstatement budgets as required

Public Relations

- Maintain positive communication channels with customers including impacted residents and other Council staff
- Maintain confidentiality in respect to dealings of a sensitive or confidential nature

Extent of Authority

- Operates according to the policies and procedures of Council, the budget of the Unit, and relevant legislation and regulations
- Required to undertake regular consultation and reporting
- Ability to prepare and have authorised purchase orders as per Council's Procurement Policy
- Commit to and adhere with Child Safety standards and Council's requirements

Judgement and Decision Making

- Responsible for the provision of general advice and assistance to members of the unit, other staff, and contractors, which may involve judgement and decision-making of a complex nature
- Required to operate within policies and corporate objectives, with guidance and advice usually available within necessary timeframes
- Judgements and decisions made may have potential to influence overall performance of the Unit, and to impact on the broader community

Specialist Skills and Knowledge

- A working knowledge of disaster recovery arrangements through appropriate State and Federal authorities
- Well- developed analytical, investigative, interpretive, and problem-solving skills
- Practical knowledge and experience in budget techniques and financial management
- A working knowledge of computer software relating to finance, contract and asset management practices and techniques

Management Skills

- Ability to effectively plan, organise and manage own time to achieve individual and organisational goals within set timeframes and available resources
- Ability to effectively manage staff and contractors, including organising and manage workloads and setting and achieving targets
- Project management skills
- Ability to adapt to change, and demonstrate initiative
- Will comply with systems and policies to ensure a safe work environment by:
 - Taking reasonable care for his or her own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act
 - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare

- Contribute to OHS consultation processes
- Prompt reporting of hazards and incidents

Inter-personal skills

- Verbal communication skills of an order sufficient to effectively:
 - Resolve conflict
 - Direct contractors
 - Liaise with business and community representatives
 - Liaise with counterparts within the industry, and all levels of Council in the exchange of views and problem resolution
- Written communication skills of an order sufficient to effectively:
 - Prepare clear and concise reports to management as required
 - Draft correspondence on all matters relevant to the position
- Capacity to build and maintain sound and effective working relationships across the Organisation in respect to facility maintenance

Compliance with Legislation and Policies

- Ability to understand and work with Emergency Management Victoria policies, programs and practices and other government departments involved in the claims process such as Rural Roads Victoria and National Disaster Recovery Agency
- Adhere to all current relevant codes of conduct and legislative requirements including:
 - Southern Grampians Shire Council Policies and Procedures
 - Southern Grampians Shire Council Staff Code of Conduct
 - Privacy and Data Protection Act 2014 (Vic)
 - Equal Opportunity Act 2010 (Vic)
 - Occupational Health and Safety Act 2004 (Vic)
 - Government/Industry Codes of Conduct
 - The Southern Grampians Shire Council Enterprise Agreement
 - The Municipal Emergency Management Plan
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community
- Responsible for ensuring the security of Council's assets under the Officer's control
- Remain compliant with the requirements of the Occupational Health and Safety Act 2004 (Vic), and contribute to the health, safety, and wellbeing of Council employees by:
 - Implementing and monitoring compliance with workplace policies and procedures

- Engaging with and supporting HSRs, OHS committees, supervisors, and managers
- Conducting safety inductions and local topic specific training when required
- Supporting/mentoring HSRs and supervisors
- Supporting staff awareness of OHS responsibilities and accountabilities
- Assisting with implementation of OHS plans and strategies
- Supporting managers in activities that foster a positive OHS culture

Key Selection Criteria

- Engineers Australia recognised engineering qualification
- At least 4 years industry experience
- Good Communication and people skills
- Demonstrated problem-solving skills
- Demonstrated ability to plan, manage own and others time and achieve set objectives
- Ability to gain cooperation and assistance from other employees and external stakeholders
- Demonstrated experience and skill in liaising with management, employees, and the public in a sensitive and professional manner
- Proficiency in general administration duties, and computer operations
- Ability develop and manage budgets
- Experience working in a government environment
- Current Victorian Driver's Licence
- May require a Current Working with Children Check

Agreement

I, _____ have read and understand the objectives and conditions of the above mentioned role.

Employee: _____

Signature: _____

Date: _____