

POSITION DESCRIPTION	
<b>Title:</b>	<b>Graduate Project Delivery Officer</b>
<b>Directorate:</b>	<b>Council Sustainability - Shell Cove</b>
<b>Reports to:</b>	<b>Major Projects Manager</b>
<b>Grade:</b>	<b>14-16</b>
<b>Position Allowance:</b>	<b>May be eligible for Civil Liability Allowance (CLA)</b>
<b>Hours:</b>	<b>35 hours per week</b> <i>(temporary position for the life of the projects – up to 3 years)</i>
<b>Number of Direct Reports:</b>	<b>Nil</b>
<b>Number of Indirect Reports:</b>	<b>Nil</b>
<b>Vehicle:</b>	<b>No</b>
<b>Position Code:</b>	<b>61011</b>
<b>Pre-placement Medical:</b>	<b>Not required</b>
<b>National Police History Check:</b>	<b>Not required</b>
<b>WWCC Check:</b>	<b>Not required</b>
<b>Date Developed:</b>	<b>March 2022</b>
Position Purpose	
<p>To assist in the delivery of capital and operational projects on behalf of Shellharbour City Council to ensure all required objectives and contract obligations are met, including the delivery of quality projects, on time and within budget. These projects include civil works, buildings, other infrastructure and environmental projects.</p> <p>This role is designed to create a pathway for a graduate to develop project management skills with guidance and expert support.</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>Recently completed, or near completed, degree in engineering, or project management, or equivalent degree relevant to the role.</li> </ul>	

- Well-developed customer service, negotiation, written and verbal communication skills.
- Project and contract management skills, including effective project planning and management of contract deliverables.
- Experience working in teams (academic or business teams) with multiple stakeholders and delivering work to a high standard.
- An innovative approach to project work.
- Strong interest in developing a career in infrastructure project management.
- Ability to use the Microsoft Office suite of software including Microsoft Project.
- Experience in using a quality management system or other business improvement initiatives.
- Current NSW Drivers Licence - Class C.

**Desirable:**

- Demonstrated knowledge of local government activities and responsibilities.
- Previous experience in the delivery of civil or building projects through all phases (define, design, construct and commissioning).

## Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

### **Project Management Services**

- Undertake supervised delivery of capital and operation projects on behalf of Council. Including management of projects, civil works, buildings and infrastructure.
- Assist with the management of projects through the definition, design, procurement, construction and commissioning phases.
- Assist with project planning that addresses project delivery, procurement selection, risk, quality, safety, the environment, and communication with stakeholders, internal and external approvals, finances and business cases.
- Consult with stakeholders (including Council, Council's staff and service providers, the community and statutory bodies) and coordinate their input into the projects.
- Assist with Financial management including funding submissions, project estimation, budget preparation, monitoring and reporting.
- Preparation of reports business cases and Council business papers.
- Assist with contract creation and administration for professional services, consultancies and construction, including the management of contractor performance.
- Assist with the management and delivery of projects within Council's Project Management Framework.
- Monitor project plans to ensure objectives are being satisfied and provide timely advice to the manager on any anticipated delays affecting project commitments.

- Review all project related documentation prepared and ensure that it is correct to a high degree of accuracy, suitable for pricing/tender, construction and in accordance with all relevant standards, policies and legislation and complies with all the requirements of Council's Project Management Framework.

In broad terms, project management includes the management of scope, time, finances, procurement, communications, risk, safety, human resource and quality.

- Provide specialist support and guidance to team and others in Council in the areas of contract creation, contract administration and project management.
- Ensure staff/contractors are involved appropriately in decision-making and are informed of relevant decisions.
- Implement and manage communications within the project team and with contractors including both formal and informal meetings.
- Ensure contractors receive regular feedback regarding their performance.

#### **Contribute to the overall management of the organisation**

- Assist in the development, implementation and maintenance of Council's management systems, including Council's Project Management Framework for contracts, project delivery, safety and quality.
- Implement corporate Council policies and procedures.
- Implement and monitor forward strategic plans, annual management plans and budgets.
- Prepare and present Council, legislative, technical and performance reports to internal and external customers.
- Provide technical and expert support to other areas of Council.

#### **Work Health & Safety**

- Required to take reasonable care of self and others in the workplace. Ensure people within area of responsibility know hazards and risks associated with any operation and the method established to eliminate or control risks.
- Cooperate with all health and safety policies and procedures agreed to by management and staff.
- Report any unsafe conditions that are identified.
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.
- Assist in the development of project specific Site Safety Management Plans, carry out site inspections, participate in hazard identification and assessment, review Safe Work Method Statements (SWMS), surveillance of work practices and auditing.
- Ensure Shellharbour City Council policies and procedures are communicated, understood and followed.
- Ensure all incidents, hazards and near misses are reported and immediately followed up.
- Manage the performance of Contractors in accordance with Council's Contractor Safety Management Guidelines (Draft).

**Accountability and Behaviours**

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

**Organisational Values**

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councillors, Customer and Council.