

POSITION DESCRIPTION

POSITION TITLE	Project & Restorations Officer
POSITION NUMBER	POS 377
DIVISION/DIRECTORATE	Engineering & Operations
DEPARTMENT	Operations
TEAM	Civil Works
GRADE	15
REPORTS TO	Civil Works Coordinator
DATE EFFECTIVE	April 2024

POSITION PURPOSE / JOB SUMMARY

This position manages the planning and delivery of restoration and project works. To implement best practice project management systems and processes and ensure assigned restoration and project works are delivered within budgeted year.

The Project & Restorations Officer will lead and inspire project teams to facilitate collaboration across Council in scoping projects, solving problems, and developing solutions.

KEY SELECTION CRITERIA – KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

- Relevant tertiary qualifications and/or extensive relevant work experience.
- Demonstrated experience in the successful project/contract management at work.
- Knowledge and understanding of road and infrastructure technical specifications and standards.
- Strong interpersonal & communication skills (written & oral) together with proven ability for negotiation and conflict resolution. Able to communicate and engage different stakeholders, both internal and external.
- Computer literacy enabling competency in the use corporate systems, data collection & entry and developing spreadsheets.
- Current NSW Class C Driver's License.
- Demonstrated ability to work as part of a team or with minimal supervision (self-managed)
- Demonstrated understanding of financial budgeting (expenditure and income)
- Working knowledge of the Roads Act, Council's powers and duties as a Roads Authority, and other agency and public utility legislation and procedures relating to access to road reserves and public lands. (Desirable)

KEY ACCOUNTABILITIES - POSITION SPECIFIC

Program Management

1. Undertake the day-to-day project operations activities relates to restorations projects. Support the Civil Work Coordinator in planning and executing projects, including but not limited to project communication, budget tracking, contract management, project evaluation and reporting, and process improvement.

2. Maintain the project calendar, track budget, and monitor progress. Ensure the deadlines are met.
3. Contribute to the timely development and implementation of policies, strategies, and procedures through effective team collaboration, able to build an effective working relationships with all stakeholders both internal and external to the Council.

Risk Control

4. Review, develop, update, and execute operational policies, procedures, goals, and business plans that ensure relevance, effectiveness, and compliance with regulations.
5. Coordinate the timely completion of restoration and project works through both in-house and contracted resources to achieve cost competitive outcomes and specification requirements.
6. Maintaining accurate and comprehensive records of all restoration and project works impacting Council infrastructure.

Financial Management

7. Monitor and control budget expenditures to ensure cost effectiveness, achievement of budget targets, delivery of savings and innovations, and accurate and timely reporting of budget performance.

Service Management

8. Evaluate and monitor the delivery of services to meet the standards, expectations, and timelines of the project, ensure a collaborative communication across the teams.
9. Contribute to the development and implementation of the policies and procedures.
10. Undertake other tasks and duties as required consistent with the principal objectives and responsibilities of the position.

Emergency Management

11. Provide support to the Local Emergency Management functions undertaken by Council.
12. Provide resources and assistance in support of emergency response operations.

KEY ACCOUNTABILITIES – CORE (APPLIES TO ALL POSITIONS)

1. Use Corporate IT Applications/Systems, ensuring compliance with Council standards and policies, to facilitate achievement of required outcomes.
2. Comply with the requirements of Council's Work Health Safety Management System, relevant policies, procedures, legislation and Acts whilst employed by or acting on behalf of the Council.
3. Comply with the reasonable requests and directions of management whilst employed by or acting on behalf of the Council. This includes undertaking other tasks or duties that may be allocated from time to time.
4. Comply with Council's Code of Conduct, policy and procedures whilst employed by or acting on behalf of Council.
5. You may be provided with or use equipment that contains electronic monitoring devices.
6. All employees are required to treat colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions, as well as report any suspected case of discrimination or harassment that they witness. This requirement is in accordance with Strathfield Council's Values and commitment to equal employment opportunity and a workplace free of discrimination and harassment.

REPORTING RELATIONSHIPS

Direct:	NIL
No. of Indirect:	NIL

KEY RELATIONSHIPS

1 INTERNAL	
Communicating with	Nature of communication
Staff within the Business Unit and/or Branch	Daily and on a face to face basis, and/or by telephone when necessary to provide data, information, administrative support, guidance and advice, participate in meetings and respond to requests and enquiries
Staff within the organisation, including councillors	Daily and on a face to face basis, and/or by email and telephone to answer enquires/requests for data and information, provide administrative support, provide advice and guidance and build and maintain relationships
2 EXTERNAL	
Communicating with	Nature of communication
Customers, residents, Government bodies, external stakeholders and suppliers and consultants	To seek input, request quotes, exchange information and provide advice where necessary

POSITION DIMENSIONS

This position has delegations in accordance with section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with your delegations. Contact the Governance Division for delegations designated to this position.

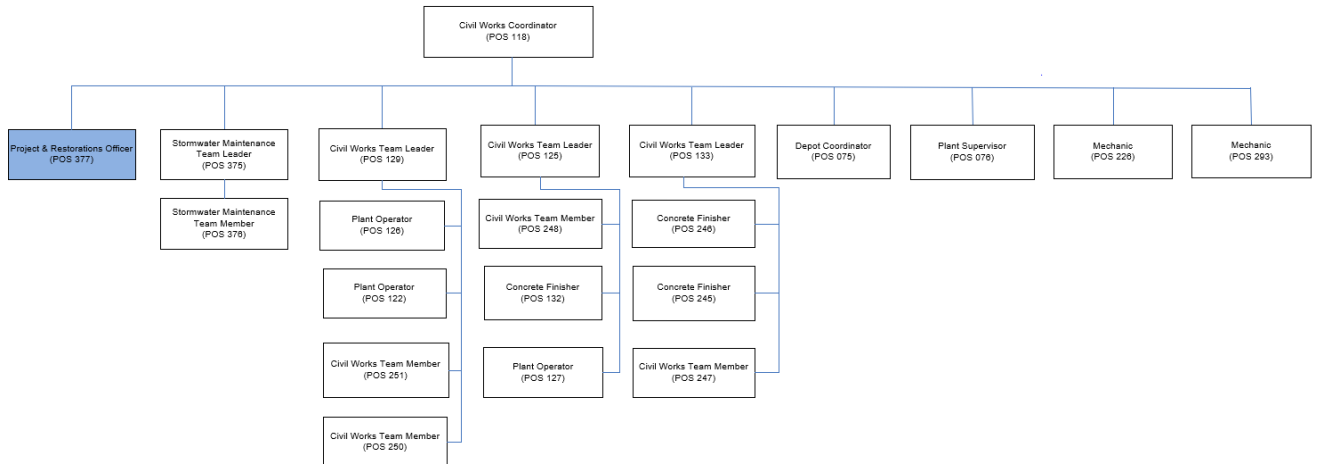
DECISION MAKING AUTHORITY AND ACCOUNTABILITY

- The General Manager authorises you to take the actions required to make your workplace safe and to fulfil your WHS responsibilities.
- The position has the autonomy to prioritise daily workloads to ensure the efficient co-ordination of activities.
- The position takes into consideration information gathered, needs of customers, users and stakeholders in determining and implementing appropriate solutions and action.

PROBLEM SOLVING

- The position operates in an environment with well-defined and limited number of methods, techniques or processes, which may be used in completing the work and a requirement to determine its own work program within established priorities.
- This role is expected to work innovatively and effectively to deliver outcomes that meet the changing needs of the community/Council.
- The position is expected to analyse problems and determine a suitable course of action for issues that may arise in the execution of their day-to-day responsibilities.

ORGANISATIONAL CHART



APPROVAL OF POSITION DESCRIPTION

- This position description has been reviewed and accurately describes the job.
- Job qualifications and accountabilities are relevant to the position.

Employee: _____

Signature: _____

Date: _____

Manager: _____

Signature: _____

Date: _____