



Construction Quality Assurance Officer

POSITION PROFILE

Division	Infrastructure and Operations	Status	Full time
Unit	Construction Management	Salary Grade	Grade 11
Reports to	Senior Project Manager	Reviewed	March 2024

STRATEGIC INTENT

Sutherland Shire Council delivers a Capital Works upgrade and renewal program every year and is committed to ensure the construction aspect of these works are implemented to agreed standards.

This role is responsible for supporting the delivery of the following outcomes:

- Ensure the quality of project delivery via on-site monitoring for our major and high complexity projects.
- Monitoring the progress and inspection/hold-points of projects
- Documentation, reporting and communication of quality issues.
- Hands on site experience in buildings, open space, transport and/or stormwater capital projects to agreed industry standards for quality, function and safety.

POSITION PURPOSE

The primary function of the role is to support Senior Project Managers and Project Managers during site works. In doing this, the role will assist in coordinating and overseeing the delivery of site activities (and defect repairs), compliance inspections, testing and reporting on projects.

In doing this, the role will proactively:

- Maintain a clear understanding of the unit's direction
- Monitor and report on outputs achieved against agreed programs
- Oversee and report on the performance of specialist contractors
- Provide sound technical advice to promote delivery of services
- Develop, promote and maintain a safe working environment
- Identify service gaps and opportunities for improvement
- Ensure works are delivered to acceptable level of quality, function and safety
- Autonomy and extensive experience to stop works that are unsafe and/or quality is being compromised

STRUCTURE



SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> Tertiary qualification in one of the relevant fields: Civil, Building, Electrical or Mechanical Engineering OR equivalent experience and Trade Certificate in related industry field Current Drivers Licence Construction Industry Certificate (White Card).
	Desirable	<ul style="list-style-type: none"> Cert IV and/or a Diploma in Project Management, Management or similar.
Experience or skills	Essential	<ul style="list-style-type: none"> Extensive relevant experience at a supervisory level in overseeing and managing contractors on-site

		<ul style="list-style-type: none"> ▪ Possess extensive working knowledge of relevant Codes, Standards and Legislation, DDA, BCA and practise relating to construction works ▪ Competent in the use of programs, such as; Excel, Word, MS Project etc & the use of mobile technology ▪ Demonstrated experience in monitoring and controlling budgets. ▪ Demonstrated ability to prepare and monitor works programs and/or schedules. ▪ Experience and knowledge in monitoring WHS systems and policies where it relates to construction sites for principal contractors and contractors.
	Desirable	<ul style="list-style-type: none"> ▪ Ability to forward plan and anticipate threats/opportunities and respond appropriately ▪ Ability to adapt to a constantly changing work environment.

CORE CAPABILITIES

Attributes	<ul style="list-style-type: none"> ▪ Decision making: Achieving desired outcomes by evaluating and identifying options and involving others in decisions affecting them. ▪ Goals oriented: Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them ▪ Critical thinking: Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders. ▪ Communication skills: able to articulate complex and technical matters in simple terms. ▪ People skills: empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary. ▪ Team focussed: Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues
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OUR VALUES

Behaviours	<ul style="list-style-type: none"> ▪ Collaborate - be open and welcoming, genuinely connect to others, include others, work together as one ▪ Achieve - be enthusiastic and optimistic, make a positive contribution, set goals to be the best you can be, deliver every day ▪ Respect – be honest and trustworthy, do what you say you will put yourself in the other person's shoes, listen to what's important to others ▪ Evolve – stay up to date, take on new opportunities, think creatively about solutions, be a big picture thinker
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CORPORATE OBLIGATIONS

Employees	No direct reports. Unit structure attached.
Delegations	Authority to operate within the Delegations attached to the position. Authority to authorise purchase orders to \$10,000.00 inclusive of GST.
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
Financial Management	Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
Workplace Behaviour & EEO	All activities must comply with Council's Workplace Behaviour Guidelines.
Enterprise Content Management	Comply with Council's Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate
Customer Focus	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
Procurement	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement

SPECIFIC CONDITIONS OF EMPLOYMENT

Terms of Contract Agreement, 35-hour week, 19-day month based on flex time worked.
Work from home / flexible working arrangements available.

Occasional requirement to attend meetings out of hours (e.g. Community Consultation, Council Committees, Chamber of Commerce Meetings) on projects. Accrual of Time-in-lieu or overtime payment available for additional hours worked subject to agreement of the employee.