

## POSITION DESCRIPTION

### Project Coordinator



NOOSA COUNCIL



#### POSITION DETAILS

<b>Position Title</b>	Project Coordinator
<b>Position Number</b>	10628
<b>Department</b>	Infrastructure Services
<b>Branch</b>	Infrastructure Planning, Design and Delivery
<b>Position Classification</b>	Queensland Local Government Industry (Stream A) Award – State 2017 (Div. 2, S1)
<b>Position Remuneration</b>	Noosa Council Certified Agreement 2018 (Level 6)
<b>Date Reviewed</b>	13 March 2019

#### POSITION PURPOSE AND OBJECTIVES

- Manage a broad range of Council civil infrastructure projects.

#### KEY RESPONSIBILITIES

- Coordinate and manage civil infrastructure projects to ensure they meet quality standards and are delivered in a cost effective and timely manner.
- Prepare and undertake project briefs, design management, procurement, contractor negotiation, contract management, financial administration, record keeping and other tasks as required for the project coordination of Council civil infrastructure projects.
- Prepare and maintain project management plans to ensure projects are appropriately managed and monitored for risks and issues as they arise.
- Assessment of the work of other professionals and/or the management of external consultants.
- Prepare and implement effective communication plans to ensure stakeholders are appropriately informed.
- Liaise with other Council Departments, Government agencies and Council clients to ensure that projects are planned, coordinated and implemented in accordance with statutory obligations and Council objectives.
- Provide advice to Councillors, Council staff and the public on projects.
- Assist in the development, implementation and evaluation of policies, systems, procedures and operational standards to facilitate effective administration of the Branch and achievement of Council's corporate objectives.
- Assist in the implementation of branch administrative process and procedure and development of project management systems.
- Assist in the development of future Capital Works Programs as directed.
- Ensure projects adopt the Noosa Design Principles.
- Such other relevant duties as required from time to time which would generally fall within the scope of this position.

#### WORKPLACE HEALTH AND SAFETY

- Ensure all work is carried out in accordance with the obligations detailed in the Workplace Health & Safety Act & Regulations.

- In accordance with the Council's SafePlan, an Employee must ensure that they do not place themselves or others at risk of injury or illness. This obligations will be meet by:
  - Adhering to WH&S obligations and adopt sound work practices;
  - Following all safe working procedures and practices designed for the work;
  - Eliminating, reporting or advising their supervisor to avoid, eliminate or minimise potential hazards when they become aware of a potential hazardous work related condition or practice;
  - Ensuring that instructions to protect their health and safety are followed and all personal protective equipment provided is used and maintained; and
  - When requested assist the supervisor and other workers in the risk assessment of workplace hazards.

## POSITION REQUIREMENTS

### Essential Skills, Knowledge and Experience

- Extensive experience in civil infrastructure planning and design and project management.
- The ability to select and exercise an appropriate range of analytical, problem solving and investigative skills/techniques and develop actionable strategies and plans that will achieve outcomes in unstructured situations with only limited direction.
- High level of oral and written communication skills including analytical reports and presentations and demonstrated ability in the use of computer applications and information systems, especially in the area of project management.
- Well developed knowledge, or ability to quickly acquire, of current planning, strategic infrastructure issues and a broad understanding of the drivers of project development within the region.
- Comprehensive knowledge or the ability to quickly acquire, of relevant State and local government legislation and policy.
- Proven ability to effectively manage multiple projects concurrently.

Desirable:

- Experience in contract law and dispute resolution processes applicable to construction related projects.

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**Note** Appointment to this position is subject to successful completion of a pre-employment medical assessment.

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### Qualifications, Training and Licences

Essential:

- Tertiary qualifications in a relevant field, such as Civil Engineering, Project Management or other similar qualifications relevant to the duties of the position.
- Driver's Licence – "C" class.

Desirable:

- Membership or the qualifications, experience and capability to obtain membership to Engineers Australia, Australian Institute of Project Management, Institute of Public Works Engineers Australia or similar.

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**Note** Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.

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## ADDITIONAL INFORMATION

Additional information can be found at:

<https://www.noosa.qld.gov.au/positions-vacant>

Submit your application to:

<https://applynow.net.au/jobs/ni/ZZ0458>

Application closing date:

5:00pm Thursday 28 November 2019

**Contact Person**

Name:

Mark Poynter, Project Manager

Phone:

(07) 5329 6538

**What to include in your application**

Your written application should include:

- A cover letter; and
- Your current resume.