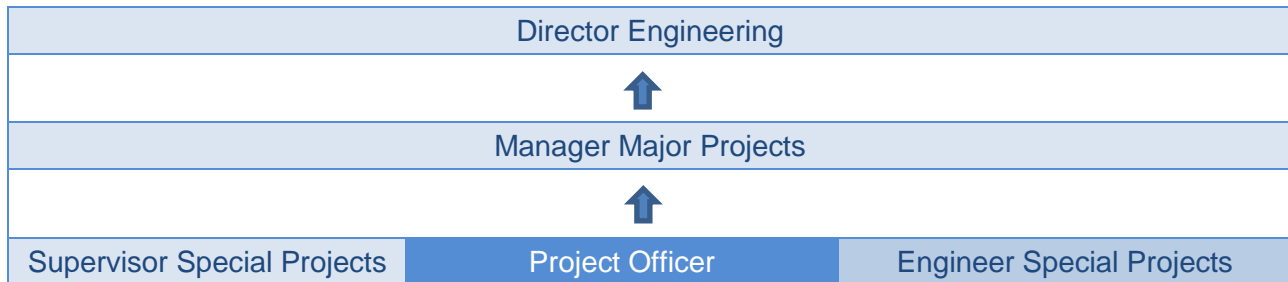


## Position Description

<b>Position Title</b>	<b>Project Officer</b>
Position Code	ENG071
Department	Engineering
Division	Project Management Office
Reports To	Manager Major Projects
Direct Reports:	Nil
Position Classification	Administration/Technical/Trades Band 2, Level 2 -3
Position Status	12 month Contract Position
Allowances	Nil

### REPORTING STRUCTURE OF POSITION



### PRIMARY PURPOSE OF THE POSITION

The aim of this position is to support the Manager Major Projects and engineering team with the delivery of Council's major capital works, via core project management duties, reporting and compliance activities. This role will provide input and reporting internally and externally on a weekly and monthly basis, track acquittals and progress of all major projects from scoping, to diligent hold point release and final sign off. This role will also be responsible for communication and compliance management in all aspects of major projects for Council, including all core stakeholder engagement and communication across all departments (Finance, WHS, HR, Governance, Contracts and Environmental Control) and detailed acquittal in the delivery of projects.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Project management: Undertake all duties to ensure compliance with Council's major project and contract management processes, including but not limited to design, development and reporting of all elements of finance, scoping, planning, communication and risk, with a core focus on delivery and quality. Provide compliance and control function across all relevant major projects via an audit function onsite for projects, particularly in the area of construction.</i>	70%
<i>Administration, reporting, and compliance with all grant submissions, acquittals and delivery of high-quality major projects with the internal and external reporting requirements met or exceeded. Detailed and robust budgetary management and financial control.</i>	20%
<i>Provide input and design to Council's Contractor and Project Management frameworks, policies and processes to focus on continuous improvement in compliance, quality and governance.</i>	10%

## **POSITION RESPONSIBILITIES**

- Application of robust project management capability, experience, tools and methodologies to support the delivery of works within the Project Management Office;
- Development, review and submission of documentation required under all major project contracts and activities including financial and budget management, procurement and contracting through to delivery;
- In conjunction with the WHS team, ensure WHS reporting in line with Council requirements on a regular basis and full compliance and quality audit checks in partnership with relevant teams across Council;
- Regular and systematic communication across Council in relation to project status, progress, resourcing requirements and anticipating risks, milestones and stakeholder engagement points via stakeholder engagement plans developed in conjunction with the Community and Tourism Team as well as partnering with all core departments and Directorates to deliver the highest quality projects for Council;
- Regular and systematic reporting and acquittal of all project administration; including but not limited to detailed budget tracking and work order management as required; financial management plans, hold point releases in accordance with cash flow plans. Full management of contractor purchasing and requisitioning and where applicable cost modelling and expenditure forecasting for Council's capital expenditure and grants;
- Monthly reporting including robust preparation, submission and presentation of status updates to internal (and external) stakeholders;
- Provision of expertise and input into Council's broader Contractor and Project Management framework, methodologies, policies and processes, championing the embedding of these in partnership with Governance and the leadership team;

- Administration and management of all project plans, including risk management, project controls, systems and technology to ensure the seamless delivery of major projects across Council (primarily civil construction but not limited to);
- Scoping, preparation of detailed estimates and input to grant applications for all major projects in conjunction with Council's Grants team including compliance with Council's processes, systems and policies for capital wish list items;





## Organisation – Operations

- Ensure compliance with the WHS Act 2011 and its regulations, including:
  - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
  - Wear protective clothing or equipment in the manner intended (if required);
  - Take reasonable care for the health and safety of all persons who are at their place of work;
  - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
  - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant supervisor, manager, or Manager People and Strategy;
  - Cooperate with the supervisor in the measures taken to ensure Work, Health and Safety.
  - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to supervisor within reporting timelines.
- Participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be effected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Assess and improve work practices and procedures on a continuous basis to achieve Council's goals;
- Comply with all Council's policies, procedures and Code of Conduct;
- Complete other duties as directed by the Manager Major Projects;
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

## KEY RELATIONSHIPS

Who	Why
<b>Internal</b>	
Manager Major Projects	Direct supervisor – guidance, direction and support
Director Engineering	Leadership of major projects – to provide guidance, quality control and direction (at times)
Project Management Team	Colleague, subject matter experts, guidance and support
Engineering Supervisors; subject matter experts (SME)	Colleague, subject matter experts, guidance and support (environment, planning, property, construction, risk, WHS etc.)
Engineering employees	Colleagues – support and guidance, technical input
People and Strategy Team	Colleagues – WHS, risk, human resources, resourcing, finance support
Council Staff	Colleagues – support and guidance
<b>External</b>	
Government departments	State Government bodies, regulators for compliance alignment, advisory and reporting
Other regional councils	Advice, guidance and support
Community members, property owners and other bodies	Education and awareness of Council's operations and projects

**POSITION CAPABILITIES**

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Adept
	Displays Resilience and Adaptability	Advanced
	Act with Integrity	Adept
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Adept
	Works Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and prioritise	Advanced
	Think and solve problems	Adept
	Create and Innovate	Adept
	Deliver Results	Advanced
 Resources	Finance	Advanced
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Advanced



## **PERSON SPECIFICATION**

### **Essential**

- Previous experience and certification in project management, construction management and administration of major construction projects (3+ years) or a related industry (construction, government or commercial projects);
- Proven and demonstrable experience successfully managing projects and contracts in excess of \$500,000;
- Demonstrable advanced reporting, systems, financial acquittal and management skills;
- Exceptional attention to detail and ability to learn new content rapidly and adapt to an ever-changing project environment;
- Strong focus on practical approaches to safety and safety management systems and quality control;
- Demonstrated skills and the ability to effectively communicate with a diverse audience and deliver high quality stakeholder engagement and management in relation to major projects;
- Demonstrated high level organisation and time management skills including the ability to prioritise multiple work tasks;
- A high level of resilience, agility and tough mindedness to persist in challenging environments;
- Class C (Standard) Drivers Licence.

### **Authority and Accountability**

- Worker level responsibilities in regards to WHS Legislation;
- Financial delegation as per Council's delegation register.

## ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:

Date:

## HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check?	Yes / No
Does this position have a financial delegation?	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification?	Yes / No