

## Position Description

<b>Position Title</b>	<b>Roads Administration and Contracts Officer</b>
Position Code	ENG058
Department	Engineering
Division	Works
Reports To	Manager Works
Direct Reports:	Nil
Position Classification	Administration/Technical/Trades Band 2, Level 2
Position Status	2-Year Contract Position
Allowances	Nil

### REPORTING STRUCTURE OF POSITION

Reporting to the Manager Works as an advisory role and partners with the Construction and Maintenance Supervisors, Technical Officer and the Works and Quarries Engineer to support all operations of Roads Maintenance Council Contracts (RMCC) and Roads Contracts.

### PRIMARY PURPOSE OF THE POSITION

The aim of this position is to support the works and engineering team with the delivery of Council's large RMCC contract and all associated works, duties, reporting and compliance activities. This role will provide reporting internally and externally on a weekly and monthly basis, track acquittal and progress of all subsidised and grant related roads and other projects, including financial, project milestone management and advisory to Council. This role will also support the quality management and auditing function of our major roads projects.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Undertake all duties ensuring compliance with Council's RMCC contract, including but not limited to design, development and reporting of all key codes, specifications and provisions of the contract, budget management, engagement with RMCC to verify and develop further compliance and offer an audit function onsite for all Council roads related projects.</i>	60%
<i>Attendance at all RMCC and regional forums to ensure compliance of Council's operations and remaining abreast of current and emerging issues in our contacts administration and reporting process.</i>	10%
<i>Administration, reporting, and compliance with all grant submissions, acquittals and delivery of high-quality projects related to the roads maintenance and construction (Roads to Recovery, Transport NSW), as well as other Works related projects (such as urban development projects) requiring contract administration and budget management.</i>	30%

## **POSITION RESPONSIBILITIES**

- Development, review and submission of documentation required under the RMCC for all associated works
- Submission and management of Road Occupancy Licenses and Speed Zone Authorisation for all works on state roads
- WHS reporting in line with RMCC requirements on a regular basis and full compliance and quality checks in partnership with the WHS and Works teams
- Regular and systematic reporting and acquittal of all Roads to Recover project administration; Block Grant administration; Transport NSW reporting; Fixing Country Roads and Bridges Renewal projects including but not limited to management plans, cash flow plans and risk assessments and other grant programs.
- Monthly reporting (Systems Performance Report) and Payment Claim preparation and submission
- Administration and management of Corrective Action Reports, Non Conformance Reports and Nonconforming Product or Service Notifications (NPSNs) issued by RMS
- Yearly development of Roads Maintenance Annual Plan (RMAP) and regular systematic monitoring
- Budget tracking of RMAP and work orders (WOs) as required
- Attendance to RMCC specific meetings in the region
- Scoping, preparation and submission of grant applications for all roads in the FSC network

## **Organisation – Operations**





- Ensuring 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;
- Assessing and improving work practices and procedures on a continuous basis to achieve Council's goals;
- Compliance with all Councils Policies and Procedures and Code of Conduct;
- Complete other duties as directed by the nominated Supervisor.
- Undertaking other relevant duties as directed which are consistent with the employee's skill, competence and training.

## KEY RELATIONSHIPS

Who	Why
Internal	
Manager Works	Direct supervisor – guidance, direction and support
Works and Quarries Engineer	Colleague, subject matter experts, guidance and support
Supervisor Maintenance and Supervisor Construction and the Technical Officer	Colleague, subject matter experts, guidance and support
Works employees	Colleagues – support and guidance
Technical section	Colleagues – work scheduling associated projects support
Council Staff	Colleagues – support and guidance
External	
Government Departments	RMS, State Government bodies, Regulators for compliance alignment, advisory and reporting
Other Regional Councils	Advice and guidance, 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	Advanced
	Displays Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 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	Advanced
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Advanced



## **PERSON SPECIFICATION**

### **Essential**

- Previous experience in management and administration of major construction projects (5+ years) or a related industry (roads construction preferable but not essential)
- Proven and demonstrable experience managing contracts in excess of \$1 million
- Exceptional attention to detail and ability to learn new content rapidly
- Strong focus on practical approaches to safety and safety management systems
- Demonstrable advanced report and document writing skills
- Demonstrated high level written and verbal communication skills and the ability to effectively communicate with a diverse audience;
- Demonstrated high level organisation and time management skills including the ability to prioritise multiple work tasks;
- Demonstrated negotiation and conflict resolution skills;
- Class C (Standard) Drivers Licence

### **Desirable**

- Previous experience (5 years +) with the maintenance and construction of roads (preferably LG but not essential)
- Experience with RMCC (or inter-state equivalent)

### **Authority and Accountability**

- Worker level responsibilities in regards to WHS Legislation
- Financial delegation as per Councils delegation register

## **EQUIPMENT REQUIRED FOR THE POSITION**

- Vehicle available for access during work hours
- Mobile Phone
- Mobile Tablet (Android with Reflect) + Cradle (fitted to vehicle)
- Man-down Pendant for Lone Worker compliance

## 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