



Position Description

Project Officer, Capital Renewal Delivery

Council Strategic Vision

Protecting our heritage and beautiful coast, while creating a welcoming and healthy place for all in South Australia's most sustainable city.

Our Culture

A place that proudly delivers great things.

Where we deliver on promises; value people; recognize achievements; inspire progress, respect history, build the future; grow and learn; and enjoy what we do.

Our Values

ARISE: Achievement, Respect, Innovation, Simplicity, Engagement

TITLE:	Project Officer, Capital Renewal Delivery
LEVEL:	4
POSITION OBJECTIVE:	
<p>Coordinate the scoping and delivery of the allocated capital renewal program with a strong focus on transport assets (roads, kerbs, paths, bus stops) and capital renewal delivery such as drainage, playgrounds, landscaping and buildings. Additional duties include preparing scope and budget documentation, arranging design, assessing tenders, managing contracts, assessing progress claims, purchasing, managing community consultation and assessing works to comply with the agreed scope, drawings and specification. The role would also include the provision of expert technical support to other project managers within the organisation.</p>	

1. REPORTING RELATIONSHIPS

- This position reports to the Senior Project Manager Infrastructure Delivery.
- There are no staff reporting to this position.

2. KEY PERFORMANCE INDICATORS

- Coordination of scoping of transport assets and other assets is efficient and input is provided into the forward works program.
- Delivery of allocated capital renewal program.
- Problems and/or issues related to relevant projects are resolved in a timely manner.
- Provision of expert technical knowledge and advice is provided across the organisation.
- Procurement assistance is provided in accordance with Council guidelines.
- Requests from the community and stakeholders are responded to in accordance with service standards.
- Coordination of projects considering scope, quality, budget and program is provided.
- Feedback received that effective consultation occurs with internal staff, community and stakeholders on traffic and transport projects.
- Complies with all WHS requirements of the position.
- WHS inductions are completed for contractors.
- Evidence that value-added working relations are in place both internally and externally.
- Clear, concise, accurate and timely reports and other correspondence is prepared.
- Annual PDR process implemented with measurable goals and an effective personal development plan aligned to role requirements.

3. POSITION DETAILS

PEOPLE & CULTURE

- Work collaboratively in the development, establishment and delivery of allocated projects.
- Develop and maintain effective working relationships that support and deliver consultation processes for individuals, community groups, staff, elected members and other stakeholders as appropriate, for the life of the project and beyond if required.

- Provide expert knowledge to ensure the expectations of any one stage within a project are clearly conveyed to the Senior Project Manager Infrastructure Delivery or the project client with responsibility for delivering that stage of the project.
- Provide advice and support to project delivery managers and staff on project management processes and methodology within the organisation.
- Undertake WHS inductions for contractors and ensure all WHS requirements are maintained and adhered to for project delivery.
- Provide direction, support and/or quality control to contractors and consultants for allocated projects. Positively contribute to creating and maintaining a safe, healthy, respectful and sustainable working environment.
- Actively participate and maintain a customer focused culture

SYSTEMS & PROCESSES

- Monitor the progress of delegated projects and resolve any issues or problems in a timely manner.
- Assist with the resolution of complex issues or problems relating to a relevant project or project client in a timely manner.
- Contribute to resolving identified issues which may relate to budget allocations, timing, quality, stakeholder concerns and adherence to agreements.
- Assist with the preparation of reports, incorporating performance measurement indicators as appropriate, for Council, the Senior Leadership Team and others as required.
- Ensure that the principles of Ecologically Sustainable Development and the Disability Access & Inclusion Plan are incorporated into all designated project processes and outcomes.
- Contribute to the development and support of a project management philosophy and systems for implementation across the organisation.
- Contribute to the development of project related procedures, guidelines and process reviews.
- Actively seek and suggest ways to improve work practices and outcomes.

QUALITY & COST

- Contribute to the preparation and monitoring of project related budgets, external funding agreements and other resources.
- Contribute to the delivery of the project in accordance with the project plan and objectives.
- Assist to prepare estimates and other information as required and contribute to preparation of Council's budget as it relates to projects.
- Assist in the preparation of Assets & Delivery Department budget submissions.
- Deliver quality outcomes on time and on-budget.
- Analyse and evaluate function cost and efficiency performance.

DEVELOPMENT

- Explore and expand individual capabilities as related to the role.
- Actively listen to the needs, concepts and ideas of peers and the community.

4. PERSONAL CRITERIA

QUALIFICATIONS

- Tertiary qualifications in a related field, or equivalent experience – ***essential***
- A qualification in project management or equivalent experience – ***highly desirable***
- Holds an unencumbered Australian drivers licence – ***essential***

EXPERIENCE & KNOWLEDGE

- Experience in managing multi-faceted projects – **essential**
- A strong knowledge and understanding of project management principles and methodologies – **essential**
- Proficient in the use of Microsoft Office and experience in using corporate digital applications - **essential**
- Experience in working with external consultants and contractors.
- Experience in contract management.
- Experience in developing relevant project documentation.
- Understand of managing budgets.
- Knowledge and understanding of legislation, guidelines and standards relevant to the area of operation.
- Experience with the Technology 1 suite of applications – **desirable**

PERSONAL CAPABILITIES

- Highly self-motivated with the ability to establish credibility and deliver high quality outcomes for our community – **essential**
- Advanced verbal and written communication skills with the ability to engage, negotiate, influence and motivate individuals – **essential**
- Ability to prioritise workload and meet set timelines.
- Ability to be resilient, innovative, flexible and readily accommodate change.
- Analytical, problem solving, and decision making skills with an ability to explore new and innovative ways to do business using creative solutions.
- Demonstrated commitment to exploring and expanding individual capabilities.
- Ability to work both independently and in a team environment
- Ability to share information and expertise freely.

5. WORK HEALTH & SAFETY RESPONSIBILITIES

- Comply with any reasonable instruction in relation to WHS.
- Cooperate with any reasonable policy or procedure relating to WHS.
- Take reasonable care in regard to work health and safety.
- Avoid adversely affecting the health and safety of any other person through any act or omission at work.
- Ensure that you are not in such state (due to alcohol or drugs) as to endanger your own safety at work or the safety of any other person.
- Not wilfully interfere with or misuse items or facilities provided in the interest of the health and safety of workers.
- Report all accidents, incidents, injuries, property damage in accordance with agreed procedures.
- Comply with the use and utilisation of appropriate personal protective equipment.
- Participate in activities associated with the management of workplace health and safety policies, procedures, management systems and consultative structures.

6. SPECIAL CONDITIONS

- Some out of hours work may be required.
- In line with Council's Background Screening & Reporting Procedures, Department of Human Services (DHS) screening clearances are required for all positions, and will be renewed upon expiry thereafter.

7. OUR VALUES

As a value based organisation we demonstrate our values through our behaviours. These values guide everything we do. As an employee you will play a key role in demonstrating these values:

- **Achievement** – Deliver agreed outcomes for our Community.
- **Respect** – Act with honesty and integrity.
- **Innovation** – Seek better ways.
- **Simplicity** – Easy to do business with.
- **Engagement** – Provide opportunities for all to participate.

These are assessed on an ongoing informal basis, and formally through the Professional Development Review process.

8. ACKNOWLEDGEMENT

Employee Name: _____	Direct Manager: _____
Signature: _____	Signature: _____
Date: _____	Date: _____