

Position Description

Construction Coordinator Jetty Road Transformation

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

As a values-based organisation, we demonstrate our values through our behaviours. These values guide everything we do.



A Achievement

Deliver agreed outcomes for our community



R Respect

Act with honesty and integrity



I Innovation

Seek better ways



S Simplicity

Easy to do business with



E Engagement

Provide opportunities for all to participate

Position Title	Construction Coordinator Jetty Road Transformation
Position Number(s)	TBC
Classification	Level 5
Reports to	Principal Project Manager Jetty Road Transformation.
Division	Office of the Chief Executive
Department	Jetty Road Transformation
Direct reports	Nil

Position Purpose

This role will work with the projects construction contractor to coordinate and appropriately implement the construction services along Jetty Road and its side streets. This position will be responsible for ensuring the construction services build the design to specification, on time and meet quality standards and escalate any issues to the Principal Project Manager. The role is the first contact point in ensuring the construction method and programming is in line with the Jetty Road public interface standards and liaising with the broader project team to ensure construction and stakeholder requirements are clearly identified for communication and site mobilisation is accurate. This role assists the Principal Project Manager to prepare scope and budget documentation, arranging design, assessing tenders, assessing progress claims, purchasing, informing community liaison activities and assessing construction activities to comply with the agreed scope, drawings and specification.

The role also includes providing expert technical support to the Principal Project Manager and other senior members of the Council.

Key Relationships/Interactions

Internal

- This role will be pivotal as the first point of contact in ensuring the Principal Project Manager is appropriately briefed of all risks and issues related to construction, delivery of the design, program and its interface with street operations.
- The role will also work alongside the projects Business Liaison Officer to ensure construction methods are mobilised to facilitate agreed business and community access, without the construction unduly impacting on the street's operation and economic vitality.
- The role will be responsible for actively working with Council's Transforming Jetty Road Project Team, Assets and Delivery, Open Space, Community Safety and the Community and Engagement Teams
- Additionally, this role will have broader contact with other teams in Council such as the City Activation Team in the leadup to events in the Jetty Road, Glenelg precinct.

External

- During the day-to-day activities, it is expected that this role may have interactions with Business owners along Jetty Road, event managers, Torrens Connect and the Department of Infrastructure and Transport.

Special Conditions

- Some out of hours work may be required including attendance at official meetings after hours.
- 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.
- An unencumbered South Australian Drivers Licence is required.
- A satisfactory medical and/or functional assessment may be required.

Key Accountabilities

The Project Officer, Construction Services Jetty Road Transformation is responsible for:

Project Construction Monitoring

- Working with the Construction Contractor to appropriately coordinate and implement the construction of the Jetty Road design and construction services.
- Supporting the delivery of Jetty Road design implementation by working with the broader Council teams and the projects construction contractor.
- Interpreting and understanding the requirements of the surrounding community to ensure the construction activities do not interfere with day-to-day operation of the street and obstruct business access and activities.
- Work with the internal project team to identify risk and/or issues related to construction, escalate risks and mitigation options to the Principal Project Manager to enable timely resolution.
- Provide expert knowledge to formulate mitigations and resolution options for consideration by the Principal Project Manager and internal customers who are responsible for the completed asset.
- Requests from the community and stakeholders are responded to in accordance with service standards.
- Management of request for information and ensuring resolution of the responses considers, quality, standards and is in Council's best interest and doesn't create undue variations or risks.
- Work with the Council's asset teams to ensure risks and issues are resolved to meet their requirements.
- Escalate risks, issues and complaints in a timely manner, to ensure resolutions are achieved with in appropriate time frames
- Undertake construction inspections to ensure the design is built to the specification and the possibility of rework is minimised.
- Provide a weekly summary of activities completed from the previous week and planned activities for the following week.
- Provide key construction and site mobilisation information to the project team to inform construction notifications for businesses, the community and senior management.
- Attend weekly site meeting and provide expert advice and input to assist the project to meet the scope, program and construction implementation requirements
- Proactively work with and support the construction team to deliver quality construction services.
- Complete accurate contract administration and record keeping related to the construction.
- Undertake WHS inductions for contractors and ensure all WHS requirements are maintained and adhered to for project delivery.

Stakeholder Management

- Develop and maintain effective working relationships to support agreed plans and processes for individuals, community groups, staff, elected members and other stakeholders as appropriate, for the life of the construction and beyond if required.
- Work collaboratively with Councils teams and stakeholders in the development, establishment and delivery of the project's construction services.

Quality and Cost

- Contribute to the preparation and monitoring of project budgets, external funding agreements and other resources.
- Contribute to the delivery of the project and development of a construction interface plan in accordance with the project plan and objectives.
- Procurement assistance is provided in accordance with Council guidelines.
- Assist in preparing and contributing to the preparation of budget documentation and construction estimates and quotes.
- Assist in the preparation of budget forecasting and risks and issues.
- Deliver quality outcomes on time and on-budget.
- Analyse and evaluate function cost and efficiency performance of the construction contractor.
- Clear, concise, accurate and timely records and other correspondence is prepared and maintained.

Selection Criteria

Qualifications	<ul style="list-style-type: none">• Tertiary qualifications in engineering (preferably civil) or a related field, or equivalent experience in a similar role.• A qualification in project /construction management or equivalent experience	Essential Desirable
Technical Knowledge & Experience	<ul style="list-style-type: none">• Experience in coordinating and superintending multi-faceted projects.• A strong knowledge and understanding of project management principles and methodologies.• Experience in civil construction delivery in an urban environment• Experience in working with external consultants and contractors.• Experience in developing relevant construction documentation and administration.• Ability and experience in controlling construction costs.• Experience in contract management.• Knowledge and understanding of legislation, guidelines and standards relevant to the area of operation.	Essential
Personal Capabilities	<ul style="list-style-type: none">• Highly self-motivated with the ability to establish credibility and deliver high quality outcomes for our community.• Advanced verbal and written communication skills with the ability to negotiate, influence and motivate individuals.• Ability to prioritise workload and meet set timelines.• Ability to be resilient, innovative, flexible and readily accommodate change.	Essential

	<ul style="list-style-type: none"> Analytical, problem solving, and decision-making skills with an ability to explore new and innovative ways to do business using creative solutions. Genuinely enjoys working in a demanding and dynamic environment 	
Collaboration & Communication	<ul style="list-style-type: none"> Demonstrated commitment to teamwork and the maintenance of a supportive work environment. Demonstrated capability to establish positive connections and engage in consultation, negotiation, and communication with staff, customers, and stakeholders at various levels, both orally and in written form. 	Essential
Customer Service & Continuous Improvement	<ul style="list-style-type: none"> Demonstrated commitment to customer service and continuous improvement. Actively participate and maintain a customer focused culture. Actively seek and suggest ways to improve work practices and outcomes. 	Essential
Corporate	<ul style="list-style-type: none"> Working knowledge of the Microsoft Office suite and use of corporate technology. Experience in the use of Technology One suite of applications. 	Essential Desirable
Government	<ul style="list-style-type: none"> Experience working in a government environment. 	Desirable

Workplace Health and Safety and Return to Work Responsibilities

Employees have a legal obligation to take steps to protect themselves from risks to health and safety and make sure they do not cause a risk to others through any action or omission.

In particular employees are responsible for:

- Complying with any reasonable instruction and cooperating with any reasonable policy or procedure related to WHS.
- Taking reasonable care in regard to work health and safety.
- Participating in training or other activities provided to protect their health and safety whilst at work.
- Actively participate in rehabilitation and return to work programs as required.
- Ensuring that they are fit for work and not in such state (due to alcohol, drugs or any other reason) as to endanger their own safety or the safety of any other person at work.
- 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.
- Utilise and maintain appropriate personal protective equipment.

Corporate Systems & Information Management

Make certain that all corporate data and documents are recorded and handled within the suitable corporate systems, following the organisation's established policies

and procedures regarding information governance and records management, both in electronic and physical formats.

Performance Development Review (PDR)

Employees will actively engage in the Performance Development Review (PDR) process, which involves setting work priorities, tracking progress towards goals, and offering input on how individual skills can be enhanced in alignment with the role.

Acknowledgement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the organisation may require you to carry out any duties which are within your skills and competence.

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