

Position Description

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| Position: | Capital Project Officer (Building and Open Space) | |
| Classification: | Band 6 | Status (FTE): Permanent (1.0) |
| Division: | Resilient Communities | |
| Occupant: | Vacant | |
| Date: | September 2019 | |

1. Position Objectives

- To coordinate, supervise, report and deliver on building, civil and open space capital-works projects, from inception to completion for existing and future Council assets.

2. Key responsibility areas

2.1 Portfolio responsibilities

- Responsible for the administration and delivery of building and open space capital works projects, from inception to completion, to acceptable quality standards.
- Responsible for the review and approval of designs, project briefs and other project management related documentation for building, civil and open space capital works projects.
- Responsible for developing specifications in line with project briefs including peer review with appropriate officers.
- Responsible for implementation and initiation of tender processes including project and contract management and administration functions relevant to these outcomes
- Responsible for providing service managers with professional advice in the development and implementation of future building, civil and open space programs
- Review and report on the project progress, programs and contract claims as well as variations.
- Responsible for developing process documents and procedures aligned to the role of Capital Project Officer and implementation plans for mentoring key roles to ensure the sharing of knowledge across the department.
- Responsible for expenditure, revenue accounts, budgets and fund agreements.
- Liaise with contractors, consultants and stakeholders, including the facilitation of meetings to obtain agreed outcomes.
- Monitor progress of assigned projects to ensure that project timelines and budget requirements are met.

- Assist with the coordination of the rolling ten-year capital-works program budgets and the prioritisation of candidate projects for building, civil and open space projects.
- Collation of documents to update asset management systems.
- All other duties related to capital works projects as and when required.

2.2 General

- Ensure that all services maintain a customer focus, achieve business plan objectives and comply with statutory requirements.

3. Organisational relationships

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| Reports to: | Coordinator Civil Construction |
| Supervises: | Consultants Contractors |
| Internal Contacts | All staff |
| External contacts | Members of the public State Government departments Officers from other municipalities Contractors Local business operators Suppliers of Building and Open Space Products Consultants |

4. Accountability and extent of authority

While being accountable for the quality, cost and timeliness of work carried out, there is freedom to act by set objectives or budgets. May have formal input into policy development and be required to give specialist advice with regular supervision.

- Demonstrable commitment to an accountability culture by:
 - Delivering on what is promised by when it is promised
 - Delivering within financial parameters
 - Engaging and building relationships with key stakeholders
- Accountable for the quality, effectiveness, cost and timeliness of programs and projects within the Infrastructure Team.
- Follow effective risk management practices, identify hazards in the workplace and actively contribute to a safety culture.

- Understand and comply with organisations principles, standards, policies and procedures, including: Working Together (Equal Employment Opportunity), Fraud Policy, Code of Conduct, and the Customer Service Charter.
- Ensure employees understand their information management responsibilities and records are created, captured and monitored in accordance with legislation, regulations and standards and Council's internal policies and procedures.
- Contribute to emergency management activities when required and as directed by the General Manager.

5. Competencies

5.1 Judgement and Decision Making

Work is usually specialised and may involve problem solving skills that can be adapted to situations. Guidance and advice is usually available within time to make a decision.

- Solve problems in a demanding operating environment utilising guidance and advice that is usually available with a can-do attitude.
- Make decisions on all matters which are the responsibility of the position, provided that these are within delegated authority, clear objectives and with frequent consultation.
- Ability to analyse and interpret data to support actions and recommendations.
- Ability to review design drawings and documentation and determine a solution where ambiguity may exist.
- Judgement required in implementing Council policies, procedures and work practices in meeting the objectives of the work team.
- Considers the natural environment and political sensitivities and is diplomatic and astute in decisions made.

5.2 Specialist Skills and Knowledge

Requires an understanding of the team's and organisation's policies, regulations, precedents and long term goals. Proficient in using and explaining standard procedures, policies, guidelines and legislation.

- Ability and knowledge of project and contract management processes, procedures and software.
- Broad knowledge of building process, materials and testing associated with construction works projects.
- Ability to relate to others, build rapport and resolve conflicts.
- Demonstrated computer skills particularly in use of Microsoft Word, Excel and Project.
- Knowledge of budget administration and cost control

5.3 Management skills

Managing time and employees/contractors, planning and organising own work within time available. Able to implement EEO, OH&S, HR and budgeting practices for team.

- Maintain a commitment to personal development and challenge individuals to grow and improve, and to develop personally and professionally.
- Lead with integrity and be a role model to others in living the organisational values.
- Effectively manage upwards in the provision of information and support and be responsive to manager/coordinator requirements.
- Ability to achieve results within set timeframes against conflicting priorities.
- A committed 'change agent' with the ability to initiate, implement and manage change.
- Self-starter with positive attitude that requires minimal supervision.
- Control events so that deadlines are met, utilising tools and techniques for planning and scheduling time, with the aim of increasing the effectiveness and efficiency of time use.

5.4 Interpersonal skills

Relate to others to gain cooperation and liaise with others for the specialist work being undertaken. Skilled in discussing and resolving matters and problems.

- Build relationships and partnerships with stakeholders to liaise on behalf of the organisation, the community and Bass Coast.
- Ability to engage and consult with all relevant stakeholders to discuss and resolve intra-organisational problems.
- Well-developed written and verbal communication skills and effective presentation skills.
- Ability to develop and maintain effective relationships that work towards achieving outcomes.
- Personal characteristics of being a 'team player' with broad vision and a demonstrable record of achievement.
- Demonstrated ability to design, develop, implement and report on business and project management plans.

5.5 Qualifications and experience

A tertiary qualification with substantial experience needs to be drawn upon to meet key responsibilities.

- Degree or diploma in civil engineering/building construction, or related field or less formal qualifications.
- Relevant experience in the delivery of building and open space construction, maintenance and operational projects.
- Relevant municipal or related equivalent experience.
- Demonstrated experience and knowledge of Australian Standards and Australian Standard (AS) type contracts.
- Significant and relevant onsite experience in the management of contractors and consultants

- Current drivers licence.

5.6 Primary physical requirements

The incumbent requires these physical requirements associated with the position.

- Lifting heavy objects in accordance with safety procedures.
- Bending and squatting.
- Standing and walking for long periods.
- Moving over rough ground such as roadsides.
- Interacting with staff face to face, by telephone and by mobile phone (when on site).
- Using a computer keyboard.
- Driving manual vehicles.

6. Pre-employment Checks

Applicants may be required to undergo pre-employment checks including but not limited to a pre-employment medical check and National Police check.

7. Key Selection Criteria

Applicants must address the key selection criteria; provide their resume and a covering letter specifying where they found out about the position.

Selection will be based on the following **key selection criteria**; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description.

- ✓ Degree or diploma in civil engineering, building construction, or related field or less formal qualifications with significant relevant experience in the delivery of building and open space construction, maintenance and operational projects.
- ✓ Demonstrated experience in tendering and evaluation processes.
- ✓ Demonstrated high level experience in project and contract management /administration.
- ✓ Ability to develop and maintain effective relationships that work towards achieving positive outcomes.
- ✓ Well-developed written and verbal communication skills.
- ✓ Demonstrated experience and knowledge of Australian Standards and Australian Standard (AS) type contracts.
- ✓ Demonstrated knowledge of construction processes, materials and testing associated with building and open space capital works projects.
- ✓ Demonstrated skills in cost control, budgeting and expenditure forecasting.
- ✓ Current Driver's Licence.

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.