



POSITION DESCRIPTION

PROJECT COORDINATOR

Reports to: Manager Operations

Purpose of Position: Successfully deliver capital works projects for council using a hands-on management approach, effective leadership and facilitation to achieve quality, cost and timeframe parameters in accordance with council procedures, relevant legislation and guidelines.

Salary Range: Within Band 7 of the Moira Shire EA Number 8

Financial Authority: In accordance with Council's Delegations Framework.

Incumbent: Vacant

REF NO:

Enquiries

For more information about this position please contact the Moira Shire Council Organisational Development Department on (03) 5871 9222.

Moirira Shire Council is an Equal Opportunity Employer offering flexible work arrangements for employees in a family-friendly work place.

ORGANISATIONAL RELATIONSHIP	
Position reports to:	– Manager Operations
Position supervises:	– Contractors, at times internal staff.

KEY RELATIONSHIPS	
Internal:	– Coordinator Facilities Maintenance, Superintendent Works and Services, Superintendent Parks and Town Maintenance, Team Leaders, all other Council Staff.
External:	– Members of the Public. – Contractors, suppliers and consultants. – Project Stakeholders.

PRIMARY RESPONSIBILITIES AND KEY FUNCTIONS	
Team Leadership	
<ul style="list-style-type: none"> – The management and coordination of the external contractors and internal work teams to ensure the resources are used effectively and efficiently across the capital works projects. – Participate in knowledge/skills developmental training, or OH&S training as directed. – Successfully deliver capital projects for Council. 	
Role Responsibilities	
<ul style="list-style-type: none"> – Effectively manage scheduling and programming to ensure that allocated projects remain on time and within budgetary limits. – Develop and manage project scopes, communication and project management plans and work breakdown structures and ensure the project remains fit-for-purpose. – Monitor works practices to ensure safety of employees and compliance with Occupational Health & Safety Legislation. – Ensure high work standards are maintained. – Develop, manage and monitor risk management plans to mitigate/minimize risk to Council and stakeholders. – Investigate and report on issues or complaints in relation to allocated projects. – Actively develop and maintain cooperative relationships with all internal and external stakeholders. – Actively promote effective communication between internal and external stakeholders. – Actively consult with the Construction and Assets department to ensure that the design intentions of projects are achieved. – Ensure designated processes and systems are utilized in performing and reporting on the delivery of project works in a timely manner. – Ensure all budget updates, progress claims and invoicing is complete in a timely manner. – Contribute to the preparation and management of contracts and the tendering process 	

PRIMARY RESPONSIBILITIES AND KEY FUNCTIONS
<p>relevant to project delivery.</p> <ul style="list-style-type: none"> – All other duties from time to time as requested by the Manager Operations, General Manager Infrastructure or the Chief Executive Officer. – Embrace excellence in customer service. – Embrace the Council Plan and the four key strategies - A great place to live, a thriving local economy, a clean and green environment, and a well-run council.
<p>Although an employee may be appointed to a particular position, Council may ask for duties to be carried out in other areas that are within their range of skills, competence and training.</p>
<p>Moirā Shire Council understands and accepts its roles and responsibilities in emergency management operations described in the Emergency Management Act 2013 and it is a core function of Council business.</p> <p>At times the incumbent may be asked to assist in Council’s emergency management operations, within reason.</p>

ACCOUNTABILITY AND EXTENT OF AUTHORITY
<ul style="list-style-type: none"> – This position is accountable to the Manager Operations – The delivery of allocated capital projects within scope, quality, budget and timeframes ensuring that they are fit for purpose. – Freedom to act is set by clear objectives and/or budgets, frequent consultation and regular reporting. – The achievement of agreed, specific performance objectives for the position. – Adhering to all relevant Council policies and procedures. – Ensuring compliance within relevant legislative, audit and organizational frameworks. – The adoption and implementation of safe working practices and procedures. – The freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. – The incumbent has the authority to provide accurate and timely project information to external stakeholders in a supportive and positive manner.

JUDGEMENT AND DECISION MAKING
<ul style="list-style-type: none"> – All decisions, advice and recommendations made by the Officer must conform with and be within the constraints of all delegations, statutory obligations, the Council Plan, Council policies/ procedures, and approved budgets. – Decisions and actions may have a significant effect on clients but are subject to appeal to or review by the Manager. Issues beyond the Officer’s delegations and responsibilities must be referred to the Manager for advice, direction or determination. – Ability to priorities workloads within tight timelines. – The problem solving process involves the application of existing policies and procedures; however the Officer is required to assess individual cases which may require creativity and sensitivity in applying these techniques. Guidance and advice are usually available within the Council.

RISK, WORK HEALTH AND SAFETY AND EQUITY

- Adhere to defined work health and safety policies, protocols and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace
- Adhere to defined work injury management policies, protocols and procedures
- Ensure Hazards are minimised and near misses, incidents and hazards are reported
- Compliance with Equal Opportunity, Diversity and Gender Equity policies and protocols
- Identify and manage areas of risk within area of responsibility to the department and Council

KEY COMPETENCIES

SPECIALIST SKILLS & KNOWLEDGE

- This position is required to have sound working skills and experience of all construction, maintenance, and general civil construction and maintenance works, and must be able to utilize the following to manage the Council's outside works:
- Analytical skills to analyse and report on project management matters and make decisions and take actions within the scope of the role.
- Developed communication skills, both written and oral.
- Operating knowledge of design and procurement processes and preparation of project work packages.
- Time management and organizing skills.
- Excellent project management, planning, design procurement and contract administration skills.
- Good Public Relations and Interpersonal skill, conflict resolution skills with the ability to remain calm and level headed in challenging situations.

MANAGEMENT SKILLS

- Strong organizational skills and the ability to multitask and maintain deadlines.
- Commitment to the ongoing implementation and management of Council's Quality and Occupational Health and Safety Systems, EEO and Customer Service.
- Continuous improvement in performance and productivity.
- Effective financial management skills to provide accurate planning and monitoring of the project budgets.
- Drive and ability to work autonomously and under minimal supervision.

INTERPERSONAL SKILLS

- High level of customer service skills and ability to work as part of a team.
- Ability and preparedness to work in and contribute to a positive team environment with a focus on employee versatility and upskilling.
- Strong written skills encompassing spelling, grammar and drafting business correspondence.

QUALIFICATIONS AND EXPERIENCE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> - Tertiary qualifications in Project management and/or significant relevant experience in local government works. - Extensive and diverse experience and proven success managing projects. - Developed communication skills, both written and oral. - Good public relations and interpersonal skills. - Knowledge of Occupational Health and Safety and Equal Employment Opportunity requirements. - Sound knowledge of plan and design interpretation. - Highly developed computer literacy and proficiency skills within Microsoft Office environment. - Current driver's license. 	<ul style="list-style-type: none"> - Knowledge of the workings of local government - Knowledge of local area - Desirable to have undertaken formal training/studies in supervision/management. - Desirable to have at least 10 years practical work experience within the Operations/Works department of a Local Government. - At least 5 years practical supervisory experience.

INHERENT PHYSICAL REQUIREMENTS

High	<ul style="list-style-type: none"> - Required to bend, kneel and/or lift on a daily basis to undertake key functions - Manually handle heavy and/or awkward tools and equipment - Extended periods of sitting, keyboard and mouse work
Medium	<ul style="list-style-type: none"> - Working under pressure (e.g. constantly working to deadlines / conflict resolution)
Low	<ul style="list-style-type: none"> - Working outside standard business hours

KEY SELECTION CRITERIA

- Tertiary qualifications in Project Management and/or significant experience in roads, footpath, drainage, construction and maintenance works
- Qualifications and/or demonstrable experience in personal management and supervision of staff or contractors.
- Experience in developing and maintaining ongoing relationships and networks within the community, internal and external stakeholders, industry and other government agencies.
- Strong organizational skills, with the drive and ability to work under minimal supervision, adhering to strict timeframes and paying strong attention to detail.
- In depth knowledge of OHS regulations and how to apply them to the workplace.