



Position Description

Senior Project Officer (Civil)

Position Title:	Senior Project Officer (Civil)
Occupant:	Vacant
Reports To:	Coordinator Project Management
Grade:	19
Division:	Community Development
Department:	City Projects
Section:	Project Management
Effective Date:	February 2013
Folder No:	F2008/01675- D02705658

1 Organisational and Purpose Context

Reporting to the Coordinator of Project Management, this position works within Council's City Projects Project Management team. City Projects is responsible for the investigation, design and delivery of a range of public infrastructure projects.

The Project Management section manages the delivery of a range of community infrastructure, which includes design review, calling quotes/tenders, contact management and conducting compliance inspections for subdivisions and DA works that become Council assets.

The Senior Projects Officer (Civil) will report to the Coordinator of Project Management. They will provide technical advice and assist the Project Management Civil team with conducting compliance inspections for subdivisions and DA works that become Council Assets.

2 Key Selection Criteria

Essential

- Degree/Diploma in Civil Engineering, Construction Management, or other relevant qualifications combined with extensive relevant experience commensurate with this level of qualification and relevant to the supervision and delivery of community civil infrastructure
- Good communication skills, with the ability to build and maintain cooperative relationships with other departments and external parties
- Strong leadership and team work skills
- Strong negotiation skills and the ability to deal with difficult situations
- Experience in the application of sound environmental practise and procedures
- Experience in project management with a record of delivery
- Experience in contract administration and management
- Experience in Workplace Health and Safety
- Class C drivers licence

Highly Desirable

- Computer literacy in word processing, spreadsheets, database and project management software
- OH & S General Induction for Construction Work in NSW
- Experience in community consultation/public participation process

3 Duties

1. To coordinate and manage/oversee projects constructed by a 3rd party to ensure compliance with current specifications, and in doing this represent Council requirements to contractors other authorities and Council departments
2. Assist the Co-ordinator Project Management in the review and development of systems, processes and procedures effective management of works and to seek continuous improvements
3. Manage records and documentation appropriate to the works proposed.
4. Provide technical advice, assistance and training to the Project Management Team particularly the civil team, and others as necessary, in regard to civil infrastructure

construction, and quality control to ensure that projects are carried out in the most professional and effective manner, giving consideration to the aesthetics of the final result to ensure quality projects are produced

5. Mentor and coach project management team members
6. Support the Co-ordinator Project Management in leading the civil team including monitoring the work flow and resources to ensure timely delivery of quality assets
7. To keep abreast of technological advances and make recommendations on cost effective ways of utilising that technology in the Section when appropriate
8. To ensure that the environmental protection system required in the delivery and maintenance of all assets developed and adopted by Council are complied with.
9. Assess and approve works that meet Council and Engineering requirements
10. To ensure that the Work Health and Safety requirements are complied with on all project works
11. Negotiate with external authorities to ensure the delivery of projects
12. To carry out other duties as required within the scope of works of the section

4 Relevant Position Information

- This is a permanent full time position
- Council operates a 35 hour week on a flexi time arrangement
- Some out of hours work may be required
- A Council lease back vehicle is available with this position
- Travel to various sites and meetings will be required on a frequent basis. The successful applicant must be willing to drive to sites throughout the city in Council fleet vehicles.

Please note prior to an offer of employment being made, recommended candidates may be subject to the following pre employment checks:

- Medical assessment or Medical assessment with Council Doctor

This position may require:

- Work across multiple sites
- Travel
- Work in confined spaces

5 Personal Characteristics

- Versatile
- Well organised
- Positive attitude
- Honest and trustworthy
- Practical
- Loyal to colleagues, the team, and the Council

- Willing to embrace change
- Service-oriented

6 Equal Employment Opportunity, Anti-Discrimination, and Harassment Responsibilities

Employees

Must take all reasonable measures to ensure they do not inappropriately discriminate against or harass other employees or customers and that they comply with legislation, Council's policies, procedures, and business rules relating to discrimination, harassment, and equal employment opportunity.

7 Competencies

Council has a competency based salary system. Newly appointed persons will be assessed for competency after six months. Further competency assessment will occur at six monthly intervals. Employees are able to access the LMCC Core Competencies via the Control Document Register.