



POSITION DESCRIPTION

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| POSITION TITLE: | Project Engineer/Officer |
| AWARD CLASIFICATION: | Victorian Local Authorities Award 2001 – Band 7 |
| DIRECTORATE: | Community Assets |
| APPROVED BY: | Group Manager Community Assets |
| Date: | 18 November 2019 |

POSITION OBJECTIVES:

- To deliver high quality community infrastructure projects on time, within budget and to Council standards and specifications.
- To provide best practice Project Management services to Project Sponsors for the delivery of capital works projects in accordance with Council's Project Management Framework.
- To provide advice and guidance to team members who undertake project delivery.
- To deliver specialist advice and assistance in the planning, design, project management, monitoring, auditing and renewal of Council's civil infrastructure assets.

KEY RESPONSIBILITIES AND DUTIES:

The key responsibilities and performance standards may be modified from time to time to ensure that the desired outcomes are in accordance with the Annual Plans which seek to achieve Council's stated goals as identified in its Corporate Plan. Without limiting the above, the key responsibilities and the performance standards of the Officer will include: -

Capital Project Planning and Design

- Preparation of project scopes, briefs and cost estimates for funding submissions on behalf of Project Sponsors;
- Co-ordinate the development of concept and detailed designs for review by Project Sponsors;
- Develop project plans, stakeholder engagement plans and associated project documents;
- Ensure project plans, goals and deliverables support business goals in collaboration with senior management and stakeholders;
- Liaise and manage consultants and architects regarding allocated capital works projects;

- Liaise with relevant Council departments, user groups and key stakeholders to resolve issues and develop projects associated with Council assets and facilities
- Assist in the development of Council's annual and long-term asset renewal program in consultation with service managers and key stakeholders to meet the objectives of Council's asset management plans.

Capital Project Delivery

- Prepare contract documentation and specifications for capital works; call and assess tenders, tender award and administer contracts
- Oversee contracts with external providers against service delivery specifications, timelines and financial performance indicators
- Develop and maintain best practices and tools for project execution and management
- Maintain effective project and contract management systems to monitor project expenditure against budget and forecast project costs
- Identify and manage project dependencies and critical paths
- Maintain an effective system to record and monitor project variations
- Proactively manage changes in project scope, identify potential causes and devise contingency plans
- Supervise capital works projects by carrying out site inspections and attending/organising site meetings
- Provide direction and effective leadership to ensure capital projects are completed on time, within budget and to Council standards
- Maintain and continuously improve contract quality control procedures to ensure contractors meet specified standards and safety requirements.
- Ensure that work sites are properly protected and signed at all times by Contractors and that all safety requirements are met in accordance with the contract requirements
- Comply with Council's Procurement and Contract Management Policies in the delivery of Capital Works Projects.
- Ensure activities are in compliance with statutory requirements
- Maintain an excellent customer service interface when dealing with enquiries, requests and complaints from the public.

Capital Project Reporting

- Prepare capital works progress and financial reports
- Regularly report to the Projects and Contracts Co-ordinator and Project Sponsors on project status of and any variations to approved budgets and timelines
- Prepare Project Handover Reports for asset capitalisation as part of end of year financial reporting
- Conduct project reviews and create a recommendations report in order to identify successful and unsuccessful project elements.

Other (as required)

- Provide engineering advice to internal council departments and external stakeholders.
- Carry out other allocated tasks related to capital works as directed including tasks agreed to as part of the annual performance assessment process.

ORGANISATIONAL RELATIONSHIPS:

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|-------------------------|--------------------------------------------------------------------------------------------------------------|
| Reports to: | Projects and Contracts Co-ordinator |
| Supervises: | Nil. |
| Internal Relationships: | Councillors, Chief Executive Officer, Directors, Group Managers, Managers and Council Staff. |
| External Relationships: | Community, State and Federal Government Departments, professional associations, contractors and consultants. |

GUIDING PRINCIPLES:

Strathbogie Shire Council recognises that great organisations are built on shared and demonstrated values. All Council employees are expected to demonstrate commitment and act in accordance with the following guiding principles:

Progressive & Responsive – We are leaders in local government innovation and are responsive to the community.

Fair & Consistent – We are fair and consistent in our thinking, actions and decisions.

Open & Honest – Leaders are open and accessible. Staff are confident to speak their mind. We value honesty.

Selfless & Inclusive – We take a “Shire First” approach and value the participation and opinion of all.

Asset Management – Strathbogie Shire Council and all staff are committed to the implementation and continual development of Asset Management Principals at all levels as the driver of long term sustainability.

OCCUPATIONAL HEALTH AND SAFETY

- The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of his/her duties to prevent injury to him/herself and others.
- The position is responsible for complying with the Council’s Occupational Health and Safety management program and relevant legislation by working in a safe and responsible manner taking into consideration other staff members. Responsibility includes correct use of equipment and the identification and reporting of workplace incidents and hazards.

RISK MANAGEMENT

- Ensure that activities, functions and responsibilities are carried out in accordance with statutory obligations and legal procedures, with minimal exposure to risk and litigation.
- Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.
- Participate actively in the identification and reporting of risks and contribute to implementation of identified controls.
- Perform the position's functions and duties in accordance with risk management provisions of their position description or contract.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure the achievement of goals and objectives. Decisions and actions taken at this level may have a significant effect on the programs or projects being managed or on the public perception of wider organisation.
- The impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients.
- The work may be of an investigative nature, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of work can have a significant effect on the policies which are being developed.
- Accountable to the Projects and Contracts Co-ordinator for the quality, effectiveness, cost and timeliness of work plans, programs, projects, events, initiatives, including assets, systems and technology being managed.
- Responsibility to perform duties and provide professional advice within the requirements of Council policies and procedures, relevant legislation, standards and specified work programs.
- Effective management of timelines and budgets within authorised limits.

JUDGEMENT AND DECISION MAKING

- The nature of work is specialised with methods, procedures and processes generally developed from theory or precedent. The problem solving process comes from the application of these established techniques to new situations and the need to recognize when these established techniques are not appropriate.
- Guidance is not always available within the organisation.
- Ability to make decisions on the day to day operation of all areas of responsibility.
- Undertake problem solving activities in order to achieve objectives of this position within resource constraints.
- Make decisions on matters, which are the responsibility of the position, provided that these are within delegated authority, legislative requirements and Council policy.
- Exercise judgement when dealing with complex issues and an ability to utilise effective problem solving skills.

SPECIALIST KNOWLEDGE AND SKILLS

- Proficiency required in the application of theoretical or scientific approaches in the search of solutions to new problems and opportunities which may be outside the original field of specialisation by the employee.
- Understanding required of the long term goals of the wider organisation and its values and aspirations and of the legal and socio – economic and political context in which it operates.
- Sound knowledge of budgeting and relevant accounting and financial procedures.
- Project management skills, particularly scheduling, prioritization and time management.
- Understanding of contract documentation, the purpose and meaning of specifications and conditions of contract and their practical application.
- Understanding of the Occupational Health and Safety Act 2004 and other relevant legislation as it applies to the requirements of the position.
- Ability to interpret and apply Council's policies and procedures.

MANAGEMENT SKILLS

- Skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting time pressures.
- Management skills are required to achieve objectives and goals, taking account of organisational and external constraints and opportunities.
- Ability to manage the relationship with service providers, both within Councils structure and with Contractors and their representatives.
- A working understanding of the role of a contract supervisor in a day to day administration.

INTER-PERSONAL SKILLS

- Ability to write reports and to prepare external correspondence.
- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities.
- Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems.
- Ability to motivate and develop employees.

QUALIFICATIONS AND EXPERIENCE

- Minimum 5 years of Contract/Project Management experience.
- Tertiary qualifications in Civil Engineering or similar technical field and/or postgraduate qualifications in a related field.

KEY SELECTION CRITERIA

Essential

- Tertiary qualifications in Civil Engineering and/or postgraduate qualifications in a related field with a minimum of 5 years of Contract/Project Management experience.
- Experience with Microsoft Office software applications.
- Skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting time pressures.
- Excellent communication and problem solving skills.
- Victorian's Driver's Licence.

Desirable

- Experience in a Local Government sector.
- Understanding of Local Government Act 1989 and other relevant legislation as it applies to the functions of the position.
- Experience with Microsoft Project software application.

TERMS AND CONDITIONS OF EMPLOYMENT

The Infrastructure Development Engineering position is classified as a Band 7 within the Strathbogie Shire Council Enterprise Agreement 2015. The salary range for this position is within Band 7 plus 9.5% superannuation and Income Protection per annum plus commensurate with qualifications and experience. Normal hours are between 8.45am and 5.30pm with a 45 minute lunch break, Monday to Friday. Membership of a superannuation fund is compulsory (default fund is Vision Super). Annual, sick and long service leave accruals will apply in accordance with the Victorian Local Authorities Award 2001 and the Strathbogie Shire Council Enterprise Agreement 2015.

SIGNATURES

Employee

Name: _____

Signed: _____

Date: _____

Group Manager Assets

Name: _____

Signed: _____

Date: _____