

## Project Officer

<b>Position Number</b>		<b>Date Effective</b>	11 <sup>th</sup> August 2022
<b>Level</b>	N/A	<b>Agreement / Award</b>	Contract
<b>Business Unit</b>	Works and Services		
<b>Responsible To</b>	Manager Works and Services		

### OBJECTIVES OF THE ROLE

The Project Officer is responsible for overseeing the Shire's operational needs and objectives with regards to delivery of grant funded and strategic capital works projects. Also to provide coordination of project coordination methodologies, monitoring of; resources, deliverable timeframes and budgets, to ensure successful project milestones are met.

### ROLES AND RESPONSIBILITIES

1. Coordinate planning, resources, monitoring and delivery of the Shire's grant funded and major works projects.
2. Provide technical services and advice to the Shire including but not limited to, project coordination, contract coordination, engineering survey and design plans.
3. Provide input into the development of ideas and concepts to deliverable project in collaboration with internal and external stakeholders.
4. Deliver designated projects including on-ground supervision and coordination of contractors and or consultants.
5. Assist in review and implementation of technical design drawings associated with civil engineering projects including roads, drainage, parks and recreation and community facilities.
6. Ensure project funds are managed and acquitted in accordance with funding requirements and budget.
7. Coordinate the development of tender documents for Shire service providers where required.
8. Liaise with the CEO, Deputy CEO and Manager Works and Services and other senior staff to keep them informed of all developments or changes associated with projects.
9. Successfully manage relationships with key stakeholders including ratepayers, residents, local authorities, contractors, and internal parties.
10. Assist with preparation of grant submissions for projects where applicable.
11. Maintain accurate records in accordance with the Shire's Record Keeping Policy.
12. Provide and record responses to customer enquiries in a timely manner.
13. Be an active and engaged member of the Works and Services team who adds value by completing high quality work and who is a positive team member.
14. Ensure high work standards are maintained.
15. Assist the Manager Works and Services
  - i. to monitor work practices to ensure safety of employees and contractors and compliance with Work Health and Safety Legislation.
16. Any other duties from time to time as reasonably requested by the Manager Works and Services or the Chief Executive Officer.

## PERFORMANCE OF DUTIES

1. Ensure that your work is carried out efficiently, economically and effectively and that the standard of work reflects favourably both on you and the Shire of Boyup Brook.
2. Perform your duties impartially and in the best interests of the Shire of Boyup Brook.
3. Comply with all Shire policies and procedures including but not limited to Code of Conduct, Shire of Boyup Brook Policy, *Local Government Act 1955* and other relevant Legislation.

## KEY PERFORMANCE INDICATORS

At least once in each financial year the Manager Works and Services will conduct an evaluation of the Senior Technical Project Officer's performance. The annual review will include an assessment of achievement against the Objectives of the Role in line with the Role Responsibilities outlined above.

## SAFETY AND DUTY OF CARE

The Shire of Boyup Brook recognises its legal obligations under the *Equal Opportunity Act 1984* and will actively promote equal opportunity based solely on merit to ensure discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.

The Shire is committed to Workplace Health and Safety in all areas of the Shire's operations, and requires you to comply with the requirements of the *Work Health and Safety Act 2020* and accompanying *Work Health and Safety (General) Regulations 2022* which requires that while at work, a worker must:

- a) *take reasonable care for the worker's own health and safety; and*
- b) *take reasonable care that the worker's acts or omissions do not adversely affect the health and safety of other persons; and*
- c) *comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Act; and*
- d) *cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.*

The Shire requires employees to ensure all volunteers, employees and contractors work or behave in a safe manner and to address or report as appropriate any hazards, behaviours or issues that may compromise health and safety.

## REQUIRED SKILLS AND QUALIFICATIONS

### *Essential*

1. Relevant qualification (Project Coordination, Management or similar), or working towards and / or a minimum of two years practical experience in a similar position.
2. Well-developed project / contract coordination skills.
3. Knowledge of civil / municipal engineering design and construction techniques.
4. Ability to develop, design and interpret construction standards and plan for local government civil works.
5. Working knowledge of Work Health and Safety and Equal Employment Opportunity requirements.
6. High quality administrative and time management skills.

7. Ability to work as part of a team and autonomously in line with Council's values to achieve best outcomes throughout Shire of Boyup Brook.
8. Demonstrated team development / leadership skills.
9. High level written and verbal communication skills.
10. Proven relationship management skills to develop and maintain effective working relationships with all relevant stakeholders.
11. High level analytical and problem-solving skills and the ability to resolve difficult situations.
12. Strong computing skills (Microsoft Office suite).
13. Current C Class drivers' licence.
14. Current White Card – Construction WA
15. Current National Police Clearance.

### ***Desirable***

1. At least five (5) years practical work experience within a Local Government.
2. Formal Project Coordination/Management qualifications.
3. Experience interpreting Local Government legislations, Local Laws and Council Policy.
4. Technical knowledge and understanding of local government infrastructure services including roads, drainage, and other community facilities.
5. Formal training or studies in supervision / management.
6. Knowledge of Roman Infrastructure Management System or similar asset management software.

## **LEVEL OF AUTHORITY AND ORGANISATIONAL RELATIONSHIPS**

### ***Reports to:***

- Manager Works and Services

### ***Direct Reports:***

- Project Contractors

### ***Internal Liaisons:***

- Chief Executive Officer
- Manager Works and Services
- Deputy Chief Executive Officer
- Finance Manager
- Grants Coordinator
- Other Shire staff

### ***External Liaisons:***

- Councillors
- Members of the public and community groups
- Funding and other Government agencies

## **OTHER RELEVANT INFORMATION**

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the CEO, in response to the strategic direction of the Shire, and the development of the skills and knowledge of the position.

## CERTIFICATION

As Chief Executive Officer (CEO) of Shire of Boyup Brook, I confirm that the details contained in this document are an accurate statement of the duties, responsibilities and is consistent with the Shire of Boyup Brook standards, the Organisation Structure, and other requirements of the position.

As position occupant, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

<b>Occupant</b>	
<b>Date</b>	
<b>Chief Executive Officer</b>	
<b>Date</b>	