



Position Description

Project Officer

Award:	West Wimmera Shire Council Enterprise Agreement 2021
Classification:	Band 6
Name of Occupant:	Vacant
Employment Status:	Permanent full-time
Location:	Edenhope or Kaniva



Accountability Statement

The Project Officer is accountable to oversee the delivery of major capital and operational projects. This will involve the development of project scopes and/or business cases for various projects, assistance with funding applications and acquittals, and oversight of project works.

Position Objective

The objective of this position is to oversee the planning, design, consultation and delivery of major projects within the agreed project management framework.

Key Responsibility Areas

General

Develop project scope and management strategies for major projects, including:

- a) Development of contract specifications
- b) Review and update of Council's Major Projects Plan
- c) Undertake grant funding acquittals associated with major projects
- d) Prepare and present project reports to management and Council.
- e) Provide information to assist in the development of Council's annual budget and Capital Works Program.
- a) Prepare, assess and gain endorsement of tenders / contracts by complying with the agreed minimum standards for tender and contract preparation.

Project Management

- a) Operate, and manage project management systems for all Council projects.
- b) Oversee the planning for future projects via the management of the Major Projects Plan.
- c) Develop, review and interpret policies and strategies as needed to manage project delivery.
- d) Adhere to the project planning guidelines as per the adopted framework.
- e) Provide information and strategic technical advice to other departments with a particular focus on the Engineering Services Design and Investigation.
- f) Liaise and co-ordinate with other departments and project stakeholders to ensure the effectiveness and appropriateness of the management of each project.
- g) Complete reporting and acquittals as required by various funding agencies.
- h) Provide timely, accurate and complete information for Council regarding the financial status of projects, with reports to include variations to scope.

Staff Management

- a) Supervision and development of staff periodically assigned to the Project Management area, this will include; direction on project scope development, assistance with appropriate procurement and policy / procedure training where necessary.
- b) Provide guidance to staff by communicating a clear understanding ensuring that each project remains within its agreed scope and completing tasks in a timely manner.

Financial Management

- a) Ensure projects are completed within budgetary limits and service agreements.
- b) Ensure the accountability requirements of funding agencies are met.
- c) Ensure whole of life assessments form part of project scoping for new or renewed assets, including the consideration of Best Value and Risk Management principles.
- d) Maintain a financial reporting framework to highlight all variations in a timely manner.
- e) Provide accurate information to enable funding acquittals to be completed.

Occupational Health and Safety and Risk Management

All employees have a responsibility to:

- a) Immediately report to their Supervisor any unsafe conditions or activities, near misses, or injuries in the work place;
- b) Stop work on any task which they consider to be unsafe and immediately report the situation to their supervisor
- c) Assist new employees in the use of proper work procedures and practices;
- d) Work in a manner that will not endanger themselves or any other person;
- e) Use personal protective clothing or equipment as provided;
- f) Report any defective/damaged personal protective clothing, equipment or gear;
- g) Comply with instructions given by a Supervisor or OHS Coordinator pertaining to the use of personal protective clothing, equipment or gear or any matter in relation to Health & Safety;
- h) Not to interfere with anything that has been provided in the interest of Health & Safety in the business unit;
- i) Not engage in any occupations that require a certificate unless the relevant certificate or permit is held and they have been approved by WWSC to carry out such work;
- j) Not attempt any task unless they are capable and competent to carry out the task;
- k) Actively participate in Council's rehabilitation and return to work programs if you are injured.

Accountability and Extent of Authority

This position is authorised to coordinate the activities associated with the delivery of projects, in particular:

- a) May commit expenditure as appropriate within the program which the position manages and within the agreed scope of the various projects to be managed.
- b) Is accountable for the attainment of budget targets both in terms of outputs and financial constraints, including relevant funding and service agreements.
- c) Engage with project stakeholders, ensuring that expectation of contribution and project outcomes are clear
- d) Manage external contractors and consultants and apply best practice to design and construction activities.
- e) Assist in developing technical documents to assist with the procurement of required services.
- f) Undertake contractor monitoring to ensure that all works are carried out in accordance with specifications and briefs, including OHS requirements and to take actions if appropriate standards are not met.
- g) Participate in the evaluation of competitive tenders
- h) Provide expertise and support to a range of projects during the master planning, concept design and scoping phases of projects.

Judgment and Decision Making

- a) Operate with discretion within the scope of priorities as determined
- b) Possess demonstrated capacity to develop and consider options and make timely decisions consistent with organisational plans, priorities, procedures and culture.
- c) Provide sound advice to community stakeholders to enable projects to remain within agreed scope and budget.

Specialist Skills and Knowledge

- a) Financial management skills (forecasting, committed costs & accrual accounting)
- b) Project scheduling (critical path management).
- c) Current knowledge of Civil Engineering practices, techniques, principles, legislative and OHS requirements.
- d) Knowledge of Local Government practices and procedures.
- e) Demonstrated experience in the delivery of large-scale infrastructure and public works projects.
- f) Developed skills in contractor management, conflict resolution and negotiation.
- g) Highly developed skills in communication, both written and verbal.

- h) Information Technology skills in Microsoft Suits and Auto CAD (desirable).

Management Skills

- a) An ability to establish priorities and to achieve objectives within given timeframes.
- b) Highly developed time management skills, capacity to plan, organise and meet changing priorities and objectives.
- c) Financial management skills

Interpersonal Skills

- a) Effective communication with the community and agencies with a high level of customer satisfaction.
- b) High level of written and oral communication skills, including an ability to make persuasive presentations.

Qualifications and Experience

- a) Experience in a Local, State or Federal Government environment.
- b) Experience with community consultation.
- c) Experience in managing small to medium projects.
- d) Procurement and contactor management experience.
- e) Qualification in project management, or in Civil Engineering
- f) Current drivers licence.
- g) Experience in administration and project funding acquittals.
- h) As part of West Wimmera Shire Council's recruitment and selection process, a satisfactory Police Check and Working with Childrens Check (Vic) is required for this position.

Key Selection Criteria

- a) Post-secondary qualification in Business Management, Commerce, Project Management or equivalent and/or extensive demonstrated experience in a relevant role.
- b) Project Management experience and a comprehensive knowledge of local government infrastructure asset management processes, procedures and practices including whole of life costing.
- c) High level of computer skills and experience in the use of database management.
- d) Budgetary and financial management skills.
- e) Highly developed problem solving and decision-making skills.
- f) Strong communication skills and ability to build relationships with people internal and external to the organisation including community members.

Organisational Relationships

Reports to: Innovation and Projects Manager

Internal Liaisons: Project Officers

External Liaisons: Ratepayers and general public
Government bodies
Contractors
Consultants

Employee Approved

PD Review Date	Name	Signature

Approved By

PD Review Date	Position	Name
September 2024	Director Infrastructure Development and Works	Brendan Pearce
September 2024	HR Manager	Janet Watt