

Position Description: **Construction Project Officer**

POSITION DETAILS

Position grade	Grade 12		
Position type	Permanent, full-time		
Reports to	Team Leader Projects		
Department	City Services		
Job function group	Professional		
Staff reporting responsibilities	Nil	Budget responsibility	Nil

Our purpose is to provide valuable services that strengthen and support the Cumberland Community. Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

City Assets and Construction unit focuses on preparing long term asset renewal plans through economical extension of asset lives. The unit also delivers construction works across all asset classes and this includes renewal works and new build.

In contributing to the overarching vision, the Construction Project Officer will be held accountable for the successful implementation and delivery of Council's Capital Projects and Renewal Works Program for Buildings, Parks, Reserves and Facilities Assets.

QUALIFICATIONS AND EXPERIENCE

Essential

- Tertiary qualifications in a related technical field or management (Diploma of Project Management or Building/Civil Construction) or relevant work experience of at least 5 years.
- Experience in managing of delivery services in an operation based organisation.
- Ability to deliver services across a spread of disciplines.
- Listening, co-ordinating, motivating, prioritising, assessing, problem solving, customer service and teamwork.
- Ability to oversee the financial management of projects.
- Computer literacy, particularly in the MS Office suite of products.
- Advanced written and verbal communication skills.

- White Card
- Class C driver licence

Desirable

- Demonstrated knowledge of the Local Government environment.

EMPLOYMENT SCREENING CHECKS

- ☐ Qualification/s verification
- ☐ Drivers licence check (completed upon commencement and in line with Council's annual drivers licence check)

DUTIES AND RESPONSIBILITIES

Effectively manage and control the successful delivery of the following key frontline function;

- Direct delivery of Minor Capital Projects
- Contract Management
- Estimation/costing of projects across Parks, Reserves and Facilities Asset Classes.
- Project Management

The Project Officer will;

- Demonstrate Project Management skills through the direct delivery of Capital Projects on behalf of Council
- Ensure that Capital Projects are delivered in an efficient and effective manner and in accordance with industry best practice and within the compliance requirements of Council's governance framework.
- Provide best value contract initiation, development, delivery, monitoring and review to all contracts and contractors engaged to deliver capital works and projects.
- Undertake teamwork approach with all staff and contractors within the Projects team. This will occur utilising Council's Human Resources tools and acquired people management skills.
- Implement Asset Renewal Projects (Minor Parks, Reserves, Facilities and Buildings) in accordance Council's Asset Management Plans and budget allocation.
- Ensure that all Governance and Corporate Planning responsibilities are meet and exceeded.

YOUR CORPORATE ACCOUNTABILITES

Work Health and Safety (WHS)

- In accordance with Council's Work Health and Safety Statement, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have sited this statement.
- Implement, monitor and, or comply with Council's WHS Management System, including but not limited to Safe Work Method Statements, Safe Work Procedures, WHS Policies/Statements, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Comply with any reasonable instructions from Council's Managers in compliance with the WHS Roles and Responsibilities Procedure



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- Wear all personal protective equipment (PPE) applicable to this position and comply with Council's Personal Protective Equipment Procedure
- Comply with the *Work Health and Safety Regulations 2017* and undergo health monitoring, in accordance with Council's Health Monitoring Procedure
- The Executive Managers, Managers, Coordinators and Team Leaders are responsible, and will be held accountable, for ensuring WHS policies and programs are effectively implemented within their areas of control, to support all under their immediate control and hold them accountable for their specific responsibilities.

Child Safe Organisation

- Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supportive Council environment, which endeavours to promote child safe, child friendly practices.
- If this position is designated as child-related as defined by the Office of the Children's Guardian, you will be required to hold a valid Working with Children Check (WWCC) if over the age of 18. It is an offence under the NSW legislation for barred workers to apply for or otherwise attempt to obtain, undertake or remain in child-related employment.
- If this position is not currently designated as child related, Council may review this at any time and choose to amend the position to be designated as child related. Employees will be duly notified if this was to occur.

Fraud and Corruption Prevention

- Council constantly strives to improve our practices to ensure we uphold the highest ethical standards. Council has a zero tolerance approach to any fraud and corruption, and all staff are required to participate in and support fraud and corruption control initiatives. All officers must report any potential fraud or corruption misconduct to their Manager, Director, or Council's Internal Ombudsman in the first instance, who is obliged to inform the General Manager. Council also has a Public Interest Disclosures Policy which you should review, outlining that Council will consider each report and make every attempt to protect the staff member making the report from any form of reprisal.

Customer Service

- Cumberland City Council are committed to striving for the delivery of excellent customer service. All employees will be held accountable to provide excellent service and the highest level of professionalism whilst performing the duties outlined in their position description.
- To contribute to this customer service oriented culture, it is expected that all employees respond to customer enquiries via all channels of communication relevant to your position, including phone calls, emails and requests/applications tasks via Council's customer request management system. You will also be expected to provide information in a timely, accurate and reliable manner in your position to ensure you deliver a positive customer experience.



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SIGNATURE AND ACCEPTANCE OF POSITION

Employee name

Employee signature

Date of acceptance



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