



Position Description

Asset Planning – Project Officer

Our City

Situated 223kms from Perth, the City of Busselton is an important regional centre covering 1,454 square kilometres in the lower south west region of Western Australia. Our local government consists of approx. 500 employees proudly serving its fast growing community of approx. 45,000 residents.

Our Vision - Where environment, lifestyle and opportunity thrive!



Lifestyle
Our community is safe, welcoming and inclusive, with access to services and facilities to support good health and wellbeing.



Environment
Our environment is valued, conserved and able to be enjoyed by current and future generations.



Place
Responsible planning is helping the region to experience sustainable growth with retention and enhancement of our unique character, identity and lifestyle.



Opportunity
We have a vibrant and growing economy with diverse opportunities for everyone to learn, work and flourish.



Leadership
We actively engage with community to deliver visionary, collaborative and accountable leadership.



Position Details

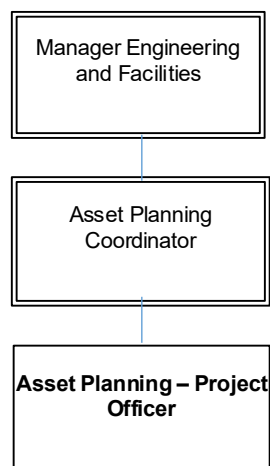
Title	Asset Planning – Project Officer
Position Number	482
Directorate	Infrastructure and Environment
Reports to	Asset Planning Coordinator
Employment Type	Full time
Industrial Instrument	City of Busselton Industrial Agreement
Level	Inside Level 6

Position Overview

Summary of the key objectives of the position.

- Prepare and plan infrastructure works for roads, paths, drainage, coastal infrastructure, carparks, bridges, public transport, and airport in accordance with the City Project Management Framework.
- Support the Management of consultants, planning projects and preparing contract documentation in accordance with the City's Procurement Policy and statutory regulations.
- Liaison with internal and external stakeholders to support the development of achievable and fit for purpose projects.

Reporting Relationships



Key Duties and Responsibilities

Project Planning

- Liaise with Asset Management Officers to assist with the analysis of asset condition data, identify infrastructure priorities and scope requirements.
- Undertake investigations and liaise with internal stakeholders to confirm project scope and develop project documentation in accordance with the City Project Management Framework.
- Develop and maintain project cost estimates.
- Seek, investigate, process and complete grant applications as directed.
- Manage consultants for infrastructure studies, investigations, service locations and designs.
- Support the development of concept design and consultation plans.
- Liaise with stakeholders and undertake consultation through development of the project.
- Assist to prepare applications to obtain statutory clearances: environmental, aboriginal, heritage, marine/coastal as required.
- Identify agency involvement and extent, arrange for the relevant approvals and relocations of services as required.

Forward Planning & Capital Budgeting

- Assist with review and update of the Capital Program of Works.
- Support annual budget development through the review and maintenance of the Program of Works.

General

- Investigate and respond to customer requests for advice relating to infrastructure renewal and upgrade.
- Provide administrative support to manage, close and register infrastructure requests.
- Provide guidance and technical advice to other City departments.
- Provide advice and contribute to the development of standards, specifications and policies relating to infrastructure development.

Corporate Responsibilities

- Exercise Workplace Health and Safety responsibilities as detailed in the WHS Policy and associated operational practices, procedures and guidelines.
- Uphold the City's values and behaviours.
- Understand the principles of customer service and undertake duties and responsibilities in accordance with the City's Customer Service Charter.
- Exercise continuous improvement responsibilities as detailed in the Process Improvement Framework.
- Undertake duties and responsibilities in accordance with code of conduct, corporate policies, operational practices and work processes.

Role Specific Competencies

The ideal candidate will be able to demonstrate the below competencies:

- Tertiary or Diploma qualification in Civil Engineering or Project Management or substantial experience in Civil Engineering or similar discipline.
- Ability to work autonomously and promote organisational and time management skills.
- Developed knowledge and experience of municipal engineering primarily in the areas of roads, footpaths, drainage and the provision of public infrastructure.
- Experience in use of CAD packages such as Microstation or AutoCAD.
- Experience in the use of GIS packages such as QGIS.
- Sound knowledge of current Work, Health and Safety Legislation requirements.
- Strong commitment to customer service (internal and external).
- Highly developed verbal and written communication skills – ability to communicate with all members of public sector agencies and private organisations, prepare reports and correspondence.
- Knowledge of the Local Government Act and other relevant legislation.
- Detailed knowledge of Council's responsibilities for public infrastructure.
- Demonstrated ability to facilitate a public consultation process.

Authorities

This position operates under the limited direction of the Asset Planning Coordinator within established legislative guidelines, policies of the Council and City Operational Practices and Procedures and guidelines.

This position may authorise purchases and certify invoices to the value specified in the Employee Purchasing Authority Limits OP.

Appointment Pre-requisites

- Current C Class Drivers Licence.
- National Police Clearance not more than six months old.
- Proof of right to work in Australia.
- White Card.

Pre-employment Medical Screening

The following pre-employment medical screening is required for this role. This will be organised by Human Resources with all associated costs covered by the City of Busselton:

- Basic medical assessment