

Job Title & Position Number: Projects Officer - Contracts (Ref: 1404)

Level: 7/8

Line Manager: Manager Project Delivery & Engineering

Direct Reports: Nil

Location: Civic Centre

Date Reviewed: June 2024

1. Job Purpose

The Project Delivery & Engineering (PD&E) team are responsible for council policy & strategy development, project planning, detailed design and the development and delivery of the City's annual Capital Works Program. The Projects Officer position works in collaboration with the (PD&E) team to support the delivery of City infrastructure projects, from inception to completion. The role plays a key part in achieving excellence in the control and delivery of the City's projects in accordance with the requirements of the Project Delivery Framework (PDF).

2. Organisational Context

The position of Project Officer - Contracts is part of the Project Delivery & Engineering branch within the Infrastructure Services Department. In total, four (4) branches report to the Infrastructure Services Director. Other branches include Climate, Environment & Waste, Fleet Services and Maintenance Operations.

3. Key Accountabilities

- Work collaboratively with the PD&E branch to ensure the quality and completeness of the delivery of the City's annual Capital Works Program in terms of the City's established systems, processes, and the PDF.
- Coordinate the review, improvement, and documentation of the PD&E branch's processes using the City's business process mapping tool.
- Undertake the role of PD&E branch champion for the new Enterprise Resource Program by supporting implementation, review, maintenance, as well as continuously improving the PD&E contract and project management processes.
- Provide advice and support in contract administration activities for the PD&E branch including preparation of purchase order requisitions, procurement plans, requests for quotation or tender, contractor payment certificates, several types of project progress

reports and analyses, schedules, engineering application responses, and other similar documents.

- Prepare the PD&E branch executive reports, funding applications and strategic plans as required, including the investigation, capture, collation and presentation of branch project and program information and data.
- Undertake other relevant duties as directed, consistent with skills, competence, and training.

4. Corporate Accountabilities

- **Human Resource Management & Leadership** – Participates in performance management processes; participates in L&D activities including induction, recruitment, and succession planning.
- **WHS** – Ensure duty of care compliance with WHS legislation and follow all health, safety and injury management processes appropriately, including the reporting of injuries, incidents, damage events and near hits.
- **Ethical Behaviour** – Demonstrates a positive commitment and compliance with all relevant legislation including but not limited to any form of workplace discrimination, harassment, victimisation and bullying and fraud and corruption, while ensuring compliance with the City’s Code of Conduct and all City policies.
- **Records Management** - Ensures all documents are recorded in accordance with the City’s Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Budgets** – Manage the operational budget to ensure that expenses are controlled and monitored accurately. Report on budgetary deviations and develop strategies to enable forward planning as required.
- **Strategic Vision** - Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the City’s strategic objectives as required
- **Values** - create a positive working environment while upholding the City’s STARS:

SERVICE <ul style="list-style-type: none">• <i>We will make customers the focus of everything we do.</i>• <i>Our service will be fair, flexible, innovative, and reliable.</i>• <i>We will show genuine concern for customers.</i>
TRUST <ul style="list-style-type: none">• <i>We will trust the foundation of all relationships.</i>• <i>We will rely and depend on each other.</i>• <i>Our communications will be open and genuine.</i>
ACCOUNTABILITY

<ul style="list-style-type: none"> • <i>We will honour our commitments.</i> • <i>We will take responsibility for our own actions.</i> • <i>We won't blame others.</i> • <i>We will hold each other accountable for our actions and behaviours.</i>
<p>RESPECT</p> <ul style="list-style-type: none"> • <i>We will treat others like we would like to be treated.</i> • <i>We will listen before we talk.</i> • <i>We will seek and value the contributions of others.</i>
<p>SOLIDARITY</p> <ul style="list-style-type: none"> • <i>We will be united in our decisions.</i> • <i>We will be united in our actions.</i> • <i>Our strengths will come from interdependence.</i>

5. Selection Criteria

All criteria essential unless otherwise stated.

Qualifications and Experience

- Degree in Contract Administration, Project Management, Civil Engineering, or related discipline and relevant experience or lesser qualification with significant experience
- C Class Drivers Licence
- Diploma in Leadership and Management (desirable)
- Extensive experience in business, contract, procurement and/or project administration
- Demonstrated experience in the preparation of high-quality written correspondence, reports, and other business, technical and/or project documentation
- Demonstrated ability to extract, tabulate, schedule, analyse and present several types of data

Knowledge and Skills

- Comprehensive knowledge of Enterprise Resource Planning software Technology One's One Council or similar, and of Microsoft Office applications, in particular MS Word, Excel, and Project
- Detailed knowledge of the administrative processes related to the contract administration of projects
- Well-developed numeracy and written communication skills

- Strong negotiation and people skills to work well in a team and influence others to conduct work within required times
- Good priority management skills with demonstrated ability to work accurately under pressure and to tight deadlines
- Comprehensive knowledge of process mapping methodologies
- Comprehensive analytical, investigative, and critical thinking skills
- Demonstrated values of service, trust, accountability, respect and solidarity and a commitment to quality and continuous improvement principles