

Position Description		
Position Title: Projects Officer	Classification: Grade 11- 12	Position Number: BHCC-PJT-03
Group/Area: Infrastructure	Reports to: Leader Project Management	Hours per week: 35
Our Organisation:		
<p>Vision: Broken Hill is a vibrant, prosperous and culturally rich Heritage City shared with visitors from around the world.</p> <p>Mission: Council provides responsive community leadership to enhance community living and facilitate a prosperous economy</p> <p>Our Values: Accountability, Pride, Perseverance, Courage & Honesty, Teamwork</p>		
Position Purpose:		
<p>Reporting to the Leader Project Management, this position is responsible for overseeing and/or supporting the coordination and delivery of projects on behalf of the Broken Hill City Council to ensure strict probity is maintained and all required objectives and contract obligations are met, including the delivery of quality projects, on time and within budget, program (i.e. timeline) management, innovation and research, policy/procedure/process writing and coordination of subject matter experts as per project needs.</p>		
Special Requirements:		
<ul style="list-style-type: none"> • Work outside business hours may be required • Some travel may be required. 		
Key Stakeholders:		
<ul style="list-style-type: none"> • General Manager • Director Infrastructure and Environment • Leader Project Management • Management Staff • Employees • Government and non-government organisations • Local businesses, associations, groups • National, State or Local Industry bodies • Community Members 		
Reporting Lines:		
<ul style="list-style-type: none"> • This position reports to the Leader Project Management. • The position will coordinate project teams where required. 		

You will use your professional skills and experience to fulfil the following key responsibilities:

Project Management

- Support the Infrastructure department and other departments of Council to coordinate, document and administer projects and programs ensuring they are effectively deployed, meeting budgets, timelines, quality and acquittal processes.
- Prepare reports, submissions, project plans and information as required.
- Obtain specialist services to assist with delivery of funded projects in accordance with Council's procurement processes.
- Liaise with community stakeholder groups throughout the development and implementation of projects where required, with the assistance of the Projects team.
- Assist with the coordination, application and implementation of grant programs including project management, project budgets and acquittals.
- Administer project budgets and coordinate working groups or committees.
- Oversight of the procurement process relating to Request for Tender/Quotation to ensure probity.
- Develop and implement rigorous governance procedures relating to Local Government and in accordance with the Local Government Act 1993.
- Contract creation and administration for professional services, consultancies and construction, including the management of contractor performance.
- Provide research and development in new technologies, special improvement projects and miscellaneous projects.
- Ensure speedy and courteous responses to all enquiries received by the department from individual businesses, Councillors and other agencies.
- Assist with the development and delivery of presentations, discussions, meetings, workshops, or other engagement strategies targeting a range of stakeholders for the benefit of the Broken Hill economy and cultural life.
- Stay current with industry trends relevant to the role by taking an active interest and engaging with industry networks and information sources.
- Utilise and supply research and data to provide analysis about the performance of fleet and other contracts.
- Work with the Strategic Asset Management Coordinator to develop and implement fleet management asset plans, maintenance schedules and rosters to ensure the effective whole of life management of fleet.
- Understand the strategic and operational requirements of the organisation and specifically Council's Integrated Planning Framework to be able to implement, monitor and report on activities.

You will contribute to a customer focused approach to service delivery by:

(N.B. Customers include both internal and external customers, including but not limited to ratepayers, residents, co-workers, councillors, external agencies, suppliers etc.)

- Understanding the overarching outcomes provided by Council through service delivery and infrastructure provision to the quality of life for residents and visitors to our city and having the ability to promote these outcomes.
- Listening to customers and understanding that customer experiences are multi-faceted and consideration is given to customer viewpoint and sensitivities surrounding particular decisions and interactions.

- Recognise that customers' perceptions are their reality. Create processes to catalogue your customers' reactions and act on this intelligence by aligning your operational practices wherever possible to positively impact your customers' perceptions.
- Ensure that value is delivered to customers through a commitment to mutual cooperation among employees from different functions and departments.
- Responding to and resolving Customer Requests and enquires in a timely and customer focused manner.
- Ensuring that communication with customers is open, timely and transparent.
- Being recognised for having a professional attitude towards customers.
- Having an ability to manage difficult situations and conflicts – calmly and professionally.

You will contribute to an effective organisation by:

- Monitoring the external environment to identify potential risks, threats and opportunities related to your department, and ensuring these are considered in decision-making.
- Support business excellence and continuous improvement practices to ensure.

You will assist Council in achieving a financially sustainable future by:

- Contributing to a whole-of-Council approach to resource usage and allocation.
- Maintaining a 'value for money' attitude, through efficient and effective use of resources.
- Making recommendations for innovative improvements in your work area that enhance outcomes for the community and reduce corporate services costs.

You will adopt a teamwork approach by:

- Performing an active role within the Infrastructure & Environment team to achieve the objectives of that function.
- Engage in regular communication and cooperation with fellow team members.
- Understanding that all staff at Council are one team working towards a shared purpose, and applying a 'whole of organisation' approach to every aspect of your work.
- Embracing and promoting the values of the organisation.
- Setting an example for other employees regardless of reporting lines.
- Committing to self-awareness and improving professional effectiveness.
- Understanding corporate risks that apply to your activities.
- Conduct other duties as required to support the Infrastructure & Environment team.

You will assist Council to meet Records Information Management:

- Understand and implement compliant records management in line with the State Records Act and BHCC Record Management Policy.

You will ensure a safe and equitable workplace environment by:

- Acting in accordance with the NSW WHS Act 2011, WHS regulations and Council's WHS Framework.
- Implementing, monitoring and complying with Council's WHS Framework, including, but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated tools in the work area.
- Adequately familiarising yourself with your WHS responsibilities and actively fulfilling these
- Ensuring Council's equal opportunity employment practices reflect the highest standards of ethics, and EEO plans are developed and implemented accordingly.

Other duties

In accordance with the Broken Hill City Council Award, Broken Hill City Council is committed to improving the skill levels of its employees and removing any impediments to multi-skilling. This

position has therefore been designed to ensure the incumbent of the position (the employee) has a broad and diverse range of accountabilities and duties to perform.

The responsibilities and tasks listed in this position description are indicative only; Broken Hill City Council may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training.

Employees shall have reasonable and equitable access to education and training. Such education and training shall enable employees to acquire the range of skills they are required to apply in their positions.

Position and Person Specification

Essential

- Tertiary qualifications in a relevant area and work experience within a similar role.
- Demonstrated experience in the management of multiple construction and/ or building projects at once and the ability to monitor competing deadlines.
- Demonstrated experience in applying for funding grants from government and/or private sector sources and in overseeing implementation and reporting according to funding agreements.
- Extensive experience in procurement and contract management relating to a variety of projects.
- Demonstrated ability to manage and develop government, community and commercial stakeholder relationships.
- Strong documentation skills and analysis reporting.
- Demonstrated well developed written and verbal communication skills.
- Experience in the preparation of submissions with a clear understanding of the relationship between government and the community.
- Strong analysis and research skills, including the ability to produce clear concise supported reports, submissions and correspondence.
- Capacity to present a professional approach to all stakeholders.
- Ability to maintain strict confidentiality.

Desirable

- Experience in a Local Government Environment.
- Specialist knowledge of project management principles and documentation.
- Experience in the coordination of projects and programs to ensure maximum return for the community.
- Ability to develop and implement Council policy, procedures and Integrated Planning Framework.
- Strong budget management and project/community funding acquittal skills.
- Community engagement experience, in the form of workshops and/or consultation forums.
- Current Drivers Licence.

Acceptance of Position Description		
Approved: General Manager	Signature:	Date:
<i>I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.</i>		
Accepted: Employee Name	Signature:	Date: