



MANSFIELD SHIRE

# Position Description

Coordinator Capital  
Works Delivery

High Country, Lakes and Rivers



# Coordinator Capital Works Delivery

Mansfield Shire Council aims to work with our community to continue to build a Shire that is recognised for its balanced social, economic and environmental development that acknowledges the diverse needs and values of our communities.

Position Number	Classification	Date
8.17	Band 7	July 2021
Unit	Enquiries	Status (FTE)
Capital Works	Manager Operations and Capital Works	Full Time (1.0)

## Position Objectives

The Coordinator Capital Works Delivery is responsible for managing duties associated with the planning and delivery of capital works, and for providing strategic direction in all aspects of project management with a strong focus on customer service.

## Technical Accountabilities

- ▶ Manage principal contractors and subcontractors to ensure Capital Works projects are delivered on time and within budget.
- ▶ Undertake site inspections and investigations to ensure works comply with quality systems and legislation, whilst keeping project delivery a priority.
- ▶ Manage project and program development planning including project initiation meetings to develop scope, establish project time lines, stakeholder consultation and complete all relevant project documentation.
- ▶ Manage capital works project reporting, facilitate capital works project meetings, submit monthly project reports focusing on progress, budget and at risk projects.
- ▶ Implement a project management framework, focusing on project management process and business rules to ensure projects flow through the project lifecycle.
- ▶ As required, provide technical advice, prepare reports, liaise with internal and external stakeholders, and undertake other duties as requested by the Manager Operations and Capital Works.

## Organisational Relationship

### Reports to

Manager Operations & Capital Works

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### Supervises / Manages

Project Officer and Contract Project Officers

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### Internal Liaisons

All other staff

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### External Liaisons

- ▶ General public, residents & ratepayers
- ▶ Contractors
- ▶ Developers
- ▶ Government departments

## Specialist Knowledge and Skills

### Knowledge of:

- ▶ Council Plan
- ▶ Unit's Business Plan
- ▶ Long term goals of the unit

### Skills and Competencies

- ▶ Developed skills and ability in the application of project management, contract management and design and construction practices and techniques.
- ▶ Advanced decision making and problem solving skills.
- ▶ Advanced project management skills.
- ▶ Sound knowledge of OH&S and risk management.
- ▶ Highly developed analytical skills.
- ▶ A strong knowledge and interest of business principles and practice.
- ▶ High level literacy, public relations liaison and communication skills.



## Qualifications and Experience

### Experience

- ▶ Previous experience in management of technical staff.
- ▶ Specialist knowledge in project management, contract management and procurement.

### Qualifications

- ▶ Engineering qualifications allowing as a minimum admission to graduate membership of Engineers Australia and/or significant experience in project management.
- ▶ Current Victorian driver's licence.

## Key Selection Criteria

- ▶ Engineering qualifications allowing as a minimum admission to graduate membership of Engineers Australia and/or significant experience in project management.
- ▶ Proficiency in the application of project management, contract management and procurement.
- ▶ Demonstrated skills in the development and/or implementation of a project management framework.
- ▶ Strong management skills with the ability to motivate and develop specialist professional staff.
- ▶ Developed communication skills and a demonstrated ability to gain cooperation with both internal and external stakeholders to achieve organisational objectives.
- ▶ Developed problem solving skills and a demonstrated commitment to quality customer service.
- ▶ Ability to write clear and concise reports for the provision of expert engineering advice and recommendations on engineering matters.

## Our Values

Communication

Co-operation

Trust and  
Honesty

Respect

## Position Descriptors – Band 7

### Organisational Accountabilities

- ▶ Ensure that Mansfield Shire Council's Code of Conduct and all policies and procedures are adhered to including Occupational Health and Safety (OH&S) and Human Resource management procedures and practices.
- ▶ Understand the principles of risk management and their application to all Council activity.
- ▶ Support organisational development and continuous improvement initiatives within the Council.
- ▶ Provide quality customer service and accurate information on Council products and services, communicate with customers in a friendly and courteous manner, effectively manage their enquiries and complaints and deliver timely punctual and reliable service.
- ▶ Provide assistance with Municipal Emergency Services as required.
- ▶ Support principles in place to make informed decisions in relation to services and assets considering built, social, economic and natural impacts of service delivery, asset provisions and asset maintenance.
- ▶ Ensure that full and accurate records of activities and decisions are created and captured and observe records management procedures in accordance with Council policy.
- ▶ Develop and maintain a culture in which staff anticipate and deliver services in a responsible and customer focused manner.
- ▶ Be committed to and implementation of the Council Plan and Annual Business Plan of Council.
- ▶ Work cooperatively and ensure positive communication and relationships with all staff across all departments.
- ▶ Understand the Best Value principles and practices relevant to the Department.
- ▶ Contribute to the improvement of the department by innovation and personal initiatives and contribute to team meetings.

### Organisational Context

The Mansfield Shire Council organisational structure has been developed with the following departments reporting directly to the CEO:

- ▶ Community and Corporate Services Directorate
- ▶ Infrastructure and Planning Directorate
- ▶ People and Culture Department

This structure has been designed to ensure a clear focus on the delivery of best value services and to utilise the skills and experience of staff in the most effective manner.

### Accountability and Extent of Authority

- ▶ Activities are governed by established organisational policies and procedures and within agreed service standards and established internal controls.
- ▶ Direction is covered by clear service delivery objectives and targets and/or budgets.
- ▶ Input in to policy development within area of expertise is required.
- ▶ Freedom to act subject to professional and regulatory review.

### Judgement and Decision Making

- ▶ This position requires a combination of high level problem solving skills and policy development expertise.
- ▶ The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent. The problem solving process comes from the application of these established techniques to new situations and the need to recognise when these established techniques are not appropriate. Guidance is not always available within the organisation.
- ▶ Authorised to approve expenditure on relevant accounts as determined by delegation.

### Management Skills

- ▶ Skills in managing time, setting priorities, planning and organising one's own work.
- ▶ Supervision skills to establish and maintain productive relationships with staff, community internal and external stakeholders.
- ▶ Knowledge of, and ability to implement personnel practices including equal opportunity and health and safety, training and development.
- ▶ Ability to apply initiative and innovative thinking to organisational problems.
- ▶ Achieve annual strategic performance objectives set for the position.
- ▶ Take ownership and work autonomously.

### Interpersonal Skills

- ▶ High level of oral and written communication skills including a high level of sophistication in creation of correspondence and reports.
- ▶ Ability to gain cooperation and assistance from peers, consultants, contractors, developers, agency representatives and customers.
- ▶ Ability to lead, motivate and develop other employees.
- ▶ Advanced decision making and problem solving skills.
- ▶ Highly developed analytical skills.
- ▶ Demonstrated commitment to quality customer service.



## How to apply

1

### Cover letter

Prepare a cover letter providing a snapshot of why you are interested in the position and the reasons we should hire you. Include any required information that has been outlined in the job advertisement. Your cover letter should be no longer than one page in length.

2

### Selection criteria

Respond to the list of key selection criteria clearly demonstrating how your qualifications and/or experience would help you to meet the requirements of the role. **Please ensure that you address all key selection criteria contained within the position description.** This document should be kept to a maximum of two pages if possible.

3

### Resumé

Provide your up to date resumé containing a summary of your skills, employment history, experience, knowledge and abilities. A good resumé will be tailored to the position you are applying for with emphasis on the skills and experience that directly relate to the role.

4

### Submit your application by the closing date

Once you have collated the necessary documents, visit the Mansfield Shire Council's 'Information for Applicants' web page at [www.mansfield.vic.gov.au/my-council/work-for-us/information-for-applicants](http://www.mansfield.vic.gov.au/my-council/work-for-us/information-for-applicants), for information on how to submit your application. All information must be received by Council prior to the advertised closing date.

For more information please contact:

Kristian Burchat, Manager Operations and Capital Works on (03) 5775 8585

More detailed information on how to apply is available at  
[www.mansfield.vic.gov.au/my-council/employment/information-for-applicants](http://www.mansfield.vic.gov.au/my-council/employment/information-for-applicants),  
including tips for addressing key selection criteria, writing a cover letter and resumé.

#### OFFICE USE ONLY

Authorised by CEO:



Employee's  
Signature:

Date:

19 July 2021

Employee's Name:

Date: / /



MANSFIELD SHIRE