



Mansfield Shire

Position Description

Project Officer Capital
Works

High Country, Lakes and Rivers



Project Officer Capital Works

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.

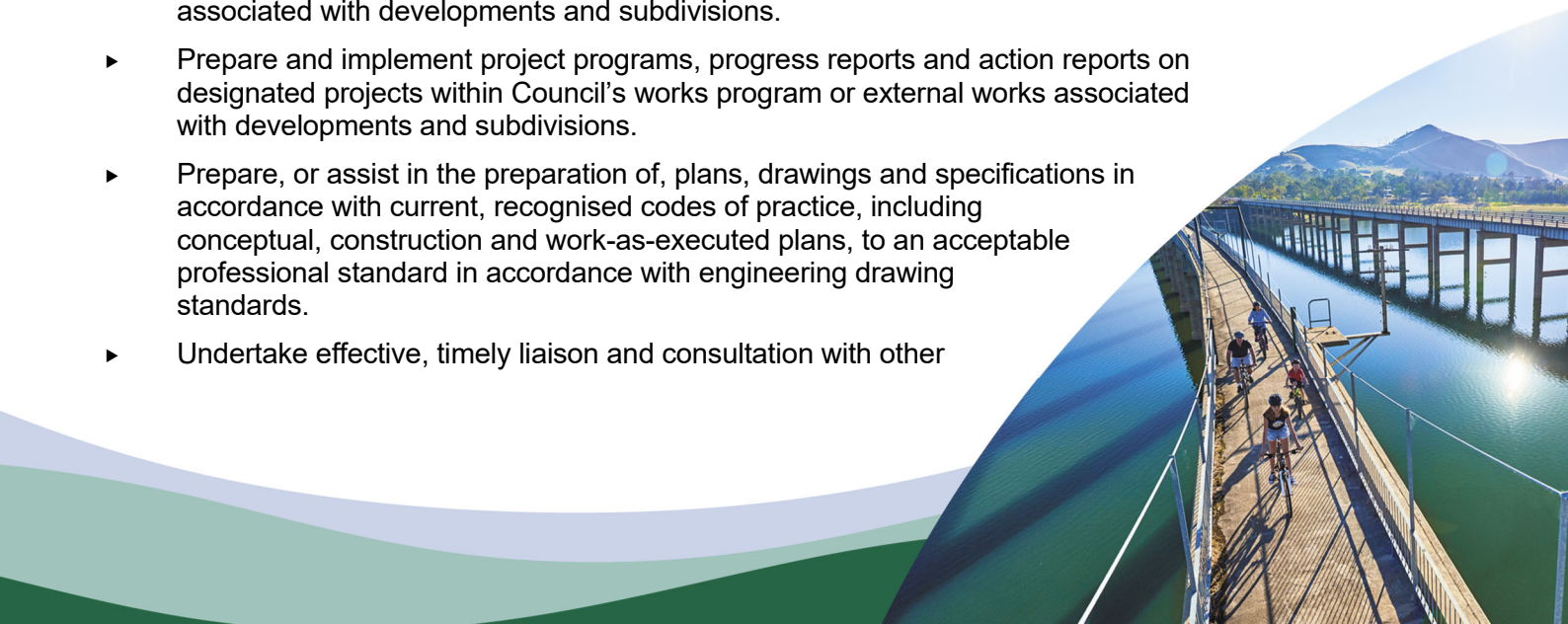
Position Number	Classification	Date
8.11A	Band 6	July 2024
Unit	Enquiries	Status (FTE)
Capital Works and Operations	Coordinator Capital Works Delivery	1.0

Position Objectives

The Project Officer is responsible for duties associated with the delivery of Council's capital works program ensuring that project/contract specifications are met. This role is also responsible for assessment of development and subdivision applications and the approval, management and implementation of associated infrastructure and seeking opportunities to participate in State and Federal Government environment initiatives, programs and grant funding to offset those costs.

Technical Accountabilities

- ▶ Ensure compliance with occupational health and safety, environmental and industry standards by Council staff, consultants, contractors and subcontractors.
- ▶ Monitor performance of contractors and subcontractors including initiation of corrective action for any performance or non-conformance issues.
- ▶ Undertake management of contracts including resolution of technical, legal, and contractual issues related to contract works.
- ▶ Supervise and/or administer designated projects within Council's works program or external works associated with developments and subdivisions.
- ▶ Prepare and implement project programs, progress reports and action reports on designated projects within Council's works program or external works associated with developments and subdivisions.
- ▶ Prepare, or assist in the preparation of, plans, drawings and specifications in accordance with current, recognised codes of practice, including conceptual, construction and work-as-executed plans, to an acceptable professional standard in accordance with engineering drawing standards.
- ▶ Undertake effective, timely liaison and consultation with other



Council units, public authorities and utilities, funding bodies, community groups, residents and other affected parties during the implementation of infrastructure works.

- ▶ Maintain an effective system for meeting and applying the requirements for infrastructure works and to ensure effective, customer friendly service is provided Prepare, or assist in the preparation of, plans, drawings and specifications in accordance with current, recognised codes of practice, Including conceptual, construction and work-as-executed plans, to an acceptable professional standard in accordance with engineering drawing standards.
- ▶ Liaison with and assist in regional committee meetings relating to implementation and maintenance of Council's Infrastructure Design Manual used for infrastructure works consistent with the council plan and
- ▶ Initiate, review implement and monitor grants ensuring all grant commitments and obligations are met, and that funding providers are satisfied with the project delivery and administration.
- ▶ Prepare agreement documents related to maintenance of community initiated projects to ensure Council accepts ownership of infrastructure meets appropriate standards, and management of any financial securities associated with those agreements

Organisational Relationship

Reports to

Coordinator Capital Works Delivery

Supervises / Manages

Nil

Internal Liaisons

All other staff

External Liaisons

- ▶ State Government Departments and Agencies
- ▶ Local Governments and Boards
- ▶ Relevant Community Groups and organisations
- ▶ General public, residents, and ratepayers
- ▶ Contractors and Consultants

Our Values

Communication

Co-operation

Trust and
Honesty

Respect

Specialist Knowledge and Skills

Knowledge of:

- ▶ Council Plan.
- ▶ Project Management in relevant environment .
- ▶ Local government, statutory requirements, and environmental conditions relevant to waste and landfills.
- ▶ Project budget control and project scheduling.

Skills and Competencies

Mandatory

- ▶ Extensive practical experience in the supervision/co-ordination of a diverse range of construction projects including drainage and roadworks
- ▶ Knowledge of project budget control and project scheduling
- ▶ Demonstrated negotiation skills within a contractual framework
- ▶ Demonstrated ability to co-ordinate activities with multiple stakeholders across a range of locations.
- ▶ Problem solving, including application of approaches that may be outside main stream practice.
- ▶ High level computer skills
- ▶ Well-developed administrative skills

Desirable

- ▶ Experience in engineering applications for infrastructure design and construction including roads, pathways, bridges, stormwater
- ▶ drainage, recreation facilities and community facilities.
- ▶ GIS and mapping systems.
- ▶ Records management skills
- ▶ Grant administration

Qualifications and Experience


Experience

- ▶ **Mandatory:** 5 years' practical experience in waste or landfill management, or in supervising or co-ordinating a diverse range of related projects.
- ▶ **Desirable:** Previous experience in the evaluation and review of proposed developments and/or subdivisions

Qualifications

- ▶ **Mandatory:** Current Victorian drivers licence.
- ▶ **Desirable:** Tertiary qualifications in a related discipline.

Key Selection Criteria

- ▶ Experience in a similar working environment with demonstrated skills in the areas of project management, contract management, and remediation supervision.
 - ▶ Substantial technical knowledge in construction and environmental principles.
 - ▶ Demonstrated capacity to ensure project and contract specifications are met.
 - ▶ Demonstrated initiative, assertiveness, and team camaraderie.
 - ▶ Excellent communication, interpretive, and problem-solving skills.
 - ▶ Computer skills including in Microsoft Word, Microsoft Excel, and GIS applications.
 - ▶ Ability to work independently.
 - ▶ Excellent report writing and report presentation skills, including correspondence preparation.
 - ▶ Demonstrated commitment to quality customer service.
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Position Descriptors – Band 6

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.
- ▶ Support organisational development and continuous improvement initiatives within the Council.
- ▶ Understand the principles of risk management and their application to all Council activity.
- ▶ 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.
- ▶ 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..
- ▶ A commitment to the principles that support the safety and wellbeing of all children

Organisational Context

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

- ▶ People, Communications & Governance Directorate
- ▶ Investment & Planning Directorate
- ▶ Capital Works & Operations
- ▶ Community Health & Wellbeing

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

Extent of Authority

Freedom to act is governed by clear objectives and/or budgets with frequent prior consultation with more senior employees and a regular reporting mechanism to the department manager.

Judgement and Decision Making

- ▶ Work generally falls within specific guidelines, but with the scope to exercise discretion in the application of established standards and procedures.
- ▶ Problems are occasionally of a complex or technical nature with solutions not always related to previous situations and some creativity and originality is required.
- ▶ The effect of decisions or actions is usually limited to a localised work group or function, individual jobs or clients, or to internal procedures and processes.
- ▶ Objectives of the work are usually well defined, but incumbent must be capable of selecting from the methods, processes or equipment available.
- ▶ Must be able to quantify the resources required and guidance and advice is usually available within the time available to make a choice.

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.
- ▶ Apply initiative and innovative thinking to organisational problems.
- ▶ Achieve annual strategic performance objectives set for the position.

Interpersonal Skills

- ▶ Well-developed oral and written communication skills.
- ▶ Sound report writing skills.
- ▶ Ability to work independently.
- ▶ Ability to discuss and resolve problems.

Diversity and Inclusion

- ▶ Mansfield Shire Council is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.

We value inclusion and diversity within our workforce and our community, supporting the invisible and visible qualities of all who walk through our doors. As an employee of Mansfield Shire Council, you will respect and show kindness to all regardless of ethnicity, sexuality, identity or any other protected attribute.

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 Key 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 mshire.co/applicant-information, 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:

Ari Croxford-Demasi, Executive Manager Capital Works and Operations on (03) 5775 8585

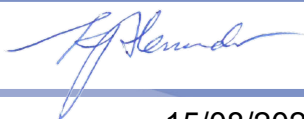
More detailed information on how to apply is available at

mshire.co/applicant-information

including tips for addressing key selection criteria, writing a cover letter and resumé.

OFFICE USE ONLY

Authorised by CEO:



Employee's
Signature

Date:

15/08/2024

Employee's
Name

Date: / /



Mansfield Shire