

PROJECT OFFICER

POSITION & PERSON DESCRIPTION

December 2024



City of
Norwood
Payneham
& St Peters

POSITION DETAILS

DEPARTMENT:	Infrastructure & Major Projects
UNIT:	Assets & Projects
SECTION:	-
ORGANISATIONAL RELATIONSHIP:	<p>The position reports to the Manager, Assets & Projects.</p> <p>The position is also expected to work in collaboration with other staff within the Infrastructure & Major Projects Department and throughout the organisation.</p>
DIRECT REPORTS:	Nil
AWARD:	<i>South Australian Municipal Salaried Officers Award and City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement</i>
CLASSIFICATION:	General Officer Level 4 – Level 5, based on skills, qualifications and level of experience.
SPECIAL CONDITIONS:	Nil

POSITION OVERVIEW

The Project Officer is primarily responsible for managing the Council's annual Civil Infrastructure Capital Works Program which involves the renewal of roads, footpaths, kerbs and gutters throughout the City of Norwood Payneham & St Peters. This position may also assist with managing other renewal projects (such as upgrades to the stormwater drainage network, playgrounds, tennis and basketball courts).

The Project Officer is expected to positively support the Department's functions and objectives, work proactively and responsibly, promote a culture of continuous improvement, deliver high quality outcomes and provide excellent communication and customer service.

POSITION OBJECTIVES

- Ensure that the annual Civil Infrastructure Capital Works Program is delivered in accordance with the Council's policies, procedures, standards, guidelines and other relevant requirements.
- Contribute to continuous improvement for the development and management of the Council's Civil Infrastructure Capital Works Program.
- Develop professionally through participating in training relevant to the position and assisting with managing other renewal projects (such as upgrades to the stormwater drainage network, playgrounds, tennis and basketball courts).

KEY RESPONSIBILITIES

- Manage the delivery of the annual Civil Infrastructure Capital Works Program (i.e. renewal of roads, footpaths, kerbs and gutters), with support and guidance available when required.
- Provide information to property and business owners, staff and other relevant stakeholders regarding the scope and timing of capital works renewals.
- Conduct inspections of existing infrastructure to assess renewal requirements and assist with the development of the annual Civil Infrastructure Capital Works Program.
- Function as the Council's first point of contact and respond to internal and external enquiries relating to the delivery of the Civil Infrastructure Capital Works Program.
- Assist with managing other renewal projects (such as upgrades to the stormwater drainage network, playgrounds, tennis and basketball courts) when required.
- Conduct regular site visits to check progress, address issues, and verify that works meet required specifications and quality benchmarks.
- Undertake the appropriate procurement processes for contractor engagement, including the preparation of briefs, specifications, tender documents, draft contracts, etc.
- Manage the performance of contractors undertaking capital works to ensure timely completion and compliances with relevant legislation, council policies and safety standards.
- Perform contract administration, including maintaining accurate financial records and processing invoices in accordance with the Council's policies and procedures.
- Monitor budgets and resources for the Civil Infrastructure Capital Works Program and other assigned projects, ensuring efficient use of council funds and materials.
- Prepare regular reports on the progress of the Civil Infrastructure Capital Works Program and other assigned renewal projects, including work schedules, costs, and compliance updates.

SELECTION CRITERIA

ESSENTIAL CRITERIA

- Tertiary qualification in Civil Engineering, Project Management, Construction Management or similar discipline.
- Basic knowledge of the project lifecycle and project management methods, tools and resources.
- Basic knowledge of civil and landscape construction methods and materials.
- Basic knowledge of procurement and contract management.
- Awareness of Australian Standards, legislation, regulations, guidelines and codes of practice relevant to the position
- Effective communication and people skills.
- Good numeracy, language and literacy skills.
- Good computer skills.

DESIRABLE CRITERIA

- Relevant experience in civil engineering, project administration, construction and/or similar work experience in private industry, local government and/or state government.
- Good project and contract management skills, including the ability to:
 - manage time, set priorities, plan and work;
 - manage budgets and programs;
 - procure and manage the performance of consultants and contractors;
 - identify and report risks; and
 - use sound judgment to problem solve.
- Membership or professional registration with a relevant industry organisation (e.g. Institute of Public Works Engineering Australasia, Australian Institute of Project Management).

JOB REQUIREMENTS

- National Criminal Record (Police) Clearance with no adverse findings.
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.
- Current Drivers Licence.
- Completion of training and attainment of skills applicable to Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Complete duties as requested by a more senior officer than yourself.
- Complete duties within the timeframes allocated.

WORK HEALTH & SAFETY RESPONSIBILITIES

- In accordance with *Section 28* of the *Work Health and Safety (WHS) Act 2012*, while at work you must:
 - take reasonable care of your own health and safety; and
 - take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons; and
 - comply, as far as the worker is able, with any reasonable instruction that is given by the Council; and
 - cooperate with any reasonable policy or procedure of the Council.
- As part of the Council's safety management system, all workers are required to:
 - report any hazards, near misses, incidents, accidents, injury or ill-health which arise during, or because of, their work;
 - correctly use, and maintain, any clothing and equipment provided for the purposes of WHS;
 - maintain their workplace in a tidy and safe condition;
 - ensure that their safety, and that of others, is not affected by the consumption of alcohol or other drugs;
 - not interfere with, remove or displace any safety devices, guards or protective equipment unless it is part of an approved maintenance or repair procedure; and
 - actively participate in consultation and consideration of all WHS issues that are pertinent to their workplace.
- In addition to your obligations listed above, as a Project Officer you are responsible for, and will be held accountable for, maintaining a safe work environment by controlling, directing and monitoring work practices within your area of responsibility, and in particular:
 - communicating the contents of the approved WHS policy, procedures, plans and programs to workers;
 - ensuring adherence to WHS policies and procedures within your sphere of control;
 - maintaining a basic awareness of safety issues within your respective area;
 - providing all workers (staff, contractors and visitors), who are required to enter an area under your control, a safety induction prior to commencing work;
 - coordinating and participating in, local WHS consultation processes;
 - constantly reviewing working procedures and practices within your area of responsibility;
 - ensuring all plant, machinery and equipment is properly maintained;
 - identifying, assessing and controlling hazards and WHS risks; and
 - providing data related to local WHS performance as required.

ORGANISATIONAL VALUES

At the City of Norwood Payneham & St Peters, all staff are committed to improving the quality of services which are provided to the community. To ensure that we achieve this, we have embraced the *Business Excellence Framework* as a mechanism for implementing continuous improvement and as part of this we have adopted a set of Organisational Values and Community Well-Being Model.

The Organisational Values (which are summarised below) form an integral part of the Position & Person Description.

The Organisational Values are a shared set of values to assist in guiding staff behaviour in terms of how we interact with each other and the Elected Members, as well as how we treat people in our community as part of our day-to-day operations and service delivery.



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AGREEMENT

This Position & Person Description accurately reflects and describes the responsibilities, accountabilities, duties and skills required and the expected outputs and outcomes for the position of Project Officer.

APPROVED BY:

READ & AGREED TO BY:

Mario Barone PSM
CHIEF EXECUTIVE OFFICER

Insert Name of Incumbent.
PROJECT OFFICER

Date

Date

Position & Person Descriptions form an important part of an integrated planning process to ensure that individual performance, and the required outputs and outcomes of each position within the organisation, align with the strategic and corporate directions of the Council as set out in the *CityPlan 2030: Shaping Our Future*. The *Organisational Values* are an integral component of the organisational culture, and all staff are expected to perform their duties within the framework of the *Organisational Values*.