

POSITION DESCRIPTION

Position Title:	Infrastructure Project Officer
Position Number:	11049
Directorate:	Strategic Projects and Infrastructure
Reports to:	Manager Infrastructure Projects
Supervises:	Nil
Department:	Infrastructure Projects
Agreement:	<i>City of Karratha Enterprise Agreement 2021</i>
Classification:	Level 5

1. POSITION OVERVIEW

The Infrastructure Project Officer is responsible for effectively developing, managing and implementing Project Management Plans for nominated infrastructure projects to deliver the Strategic Projects and Infrastructure Capital Works program.

The Infrastructure Project Officer will provide significant support to the Manager Infrastructure Projects, Project Manager and City Engineers, and be responsible for contributing to infrastructure projects from inception to final delivery, in accordance with contemporary Project Management practices.

Additionally, the Infrastructure Project Officer will contribute to the development of project processes to be implemented throughout the Infrastructure Projects Department.

1.1 Position Objectives

- To contribute to the coordination, management and planning for the provision of Infrastructure projects as directed by the Manager Infrastructure Projects.
- To support and provide assistance to the Infrastructure Projects Team in the Project Development, Implementation and Execution processes.
- Facilitate the provision of project administration including investigations, feasibility studies, grant application and acquittals, tender processes, progress reports on nominated projects.
- Actively participate in the development of the Infrastructure Projects Department and in the formulation of effective policies and procedures
- To liaise with all divisions of Council's operations on relevant matters concerning project planning and management.
- Coordinate project working groups and facilitate administration including scheduling meetings, preparing agendas and minutes, prepare correspondence and follow up outstanding issues where applicable
- To implement a collaborative approach, where the Project key stakeholders including Council members, staff, general public, community groups and organisations are provided with specific advice and expertise on all relevant Projects matters where applicable.
- To coordinate asset management and data collection with a view to inform maintenance programs
- Contribute to investigation, feasibility studies and future planning to inform capital expenditure.
- To support funding opportunities and make funding applications in liaison with Projects Administration Supervisor.
- To support local community groups in the development of projects and the delivery in accordance with City direction.

2. DUTIES & RESPONSIBILITIES

2.1 Project and General Administration

- Manage and maintain project and contract registers and files.
- Contribute to the preparation of Progress Reports, Financial Reports and Acquittals
- Develop and maintain action lists and follow up items to ensure that tasks are completed on time.
- Provide administration support to the Infrastructure Projects Team as required.
- Synergy records registration and processing, ensuring all formal communication is captured and recorded appropriately
- Project file records registration
- Maintenance of outstanding records
- Liaise with Asset Management Coordinator and Project Manager to ensure all relevant information for capital works undertaken by the Infrastructure Projects Department is uploaded and maintained in Mydata
- Maintain register for planning application requests, including the prioritising and coordination of a timely response from the Infrastructure Projects Team
- Assist Project Manager and Manager Infrastructure Projects with the prioritisation, risk assessment and planning of community requests for infrastructure modifications in accordance with local laws and in a multi-disciplined environment.

2.2 Budget

- Responsible for financial management of assigned projects including the preparation, compilation and monitoring of project budgets.
- Contribute to the development of the Infrastructure Projects annual Capital/ New Initiatives Budget
- Contribute to the preparation of long term financial budgets for existing and new infrastructure programs.

2.3 Project Management and Long Term Planning

- Prepare and manage agreements and partnerships with community organisations, government agencies and industry to ensure the effective and efficient use of Councils resources
- Manage approved grant applications for assigned projects including the preparation of progress reports and acquittals as required in liaison with the Projects Administration Supervisor.
- Develop and maintain future project register for the department to inform new initiatives and infrastructure programs
- Development of future projects past investigation and feasibility stages ready for implementation into capital works programs.
- In conjunction with the relevant manager/s, coordinate the establishment and operation of project working groups as required
- Liaise with relevant stakeholders to prepare specifications and supporting plans/documentation for new and existing infrastructure projects
- Coordinate the project working groups including the scheduling of meetings and the preparation of agendas and minutes.
- Provide administration support to the project working groups including the preparation of correspondence and sourcing of information as required.
- Liaise with members of the project working groups, external consultants and contractors to ensure that communication channels are effective and that information is provided and tasks are completed in a timely manner
- Develop and maintain action lists and follow up items to ensure that tasks are completed on time and report outstanding items to the Manager Infrastructure Projects and the relevant Project Manager.
- Ensure scope and project deliverables are in line with City policy and planning documentation.

2.4 Contract and Tender Administration

- Coordinate the tender process for assigned projects as required including the preparation of project briefs
 - Assist in preparation and distribution of tender documentation
 - Prepare and issue Addendums, Clarifications and Advice Notes
 - Point of contact for tender submissions
 - Maintain tender register and clarification register
 - Liaise with records for recording of received tenders
 - Copy and distribute submissions to evaluation panel
- Manage external consultant contracts as applicable
- Prepare and record contract documentation, including Requests for Information (RFI's), Extensions of Time (EOT), Superintendent's Instruction (SI)

2.5 Reporting

- Facilitate the completion of project administration including investigations, feasibility studies and project work.
- Establish project timetables to ensure that projects are undertaken in a timely manner and outcomes are achieved.
- Provide feedback on the progress of projects to Manager Infrastructure Projects, Project Manager, Projects Administration Supervisor, Council, other staff, consultants, community groups and the general public through progress reports, agenda items and articles for Council's newsletters and website.
- Contribute to the development of effective policies and procedures for the Infrastructure Projects department.

2.6 Occupational Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They will comply with all City policies and procedures relating to safety.
- Utilise the City's procedure for *OHS Communication, Consultation and Issue Resolution*.
- They will not misuse or damage any equipment provided in the interests of safety or health.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near-miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form within 3 days.
- Report all hazards using the Hazard Notification Form.
- Other roles and responsibilities outlined in the *OHS Management at the City of Karratha: Roles and Responsibilities*.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Authority and Accountability

- Demonstrated ability to facilitate and manage contracts with both private and public sector.
- Works under the general direction of the Manager Infrastructure Projects and Project Manager in accordance with Council's policies and procedures.
- Strong experience in compiling, monitoring, estimating and expending budgets, specifically in relation to projects.

3.2 Judgement and Problem Solving

- Developed knowledge of project management practices.

- Well-developed financial management and budgeting skills.
- Demonstrated initiative and problem solving skills in relation to evaluating and making decisions and recommendations.

3.3 Specialist Knowledge and Skills

- Highly developed verbal and written communication skills (including report writing) with a high level of attention to detail and accuracy.
- Developing knowledge of local and regional infrastructure practices including statutory requirements.
- Developed experience in the preparation of project briefs, tender documents, grant applications and acquittals, progress reports, planning, implementation and management of projects.
- Developing knowledge of local and regional engineering practices required to assist with the review / development of project specifications, risk assessment and planning.
- Basic understanding of the Local Government Act.
- Demonstrated skills in monitoring budgets and projects for use in forecasting and projecting outcomes. Proven ability to positively respond to change.
- Understanding of contractual requirements under Australian Standards, together with a well-developed ability to manage contractors and experience in dealing construction site issues.
- Knowledge of the Mydata asset system.
- Demonstrated understanding of local government processes and legislation, particularly concerning procurement.

3.4 Inter Personal Skills

- Highly developed interpersonal and negotiation skills to enable the effective communication with stakeholders and the coordination of multi-disciplined teams and external consultants.
- Excellent time management skills including ability to meet conflicting deadlines
- Ability to organise, prioritise and plan own time and work to achieve performance objectives.
- Developed computer skills including proficiency in Microsoft Office products including Word, Excel and PowerPoint, sufficient to be able to prepare reports and spread sheets.
- Demonstrated ability to work autonomously and within a team.
- Advanced communication and leadership skills with the ability to influence and reconcile different points of view to achieve desired outcomes.

3.5 Qualifications and Experience

- Tertiary qualification in Project Management or demonstrated practical experience
- Previous experience within an engineering department
- Experience in providing administrative support in a multi-disciplined working environment, sufficient to coordinate multiple projects and deadlines through effective planning and problem solving techniques.
- Hold a current national "C" class Driver's licence.
- Hold a National (or Federal) Police Clearance no more than 6 months' old