

POSITION DESCRIPTION	
Title:	Project Delivery Officer
Group:	Asset Strategy
Reports to:	Manager Projects
Grade:	19
Hours:	35
Vehicle:	No
Position Purpose	
<p>The delivery of capital and operation projects on behalf of Shellharbour City Council to ensure all required objectives and contract obligations are met, including the delivery of quality projects, on time and within budget. Delivery of projects including civil works, buildings, other infrastructure and environmental projects.</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Bachelor degree in civil engineering, building or deemed equivalent qualifications skills and experience. • Well-developed project management skills including the use of computer assisted project control techniques • Experience in developing tender specifications and contract administration • Experience in evaluating tenders, negotiating agreements, and administrating infrastructure contracts • Demonstrated ability to interpret and implement technical documents including plans and specifications • Well developed communication skills including the ability to write correspondence, consultant briefs, and to effectively communicate at a general and technical level • Experience in supervising site works, including contractor's work to ensure compliance with contract requirements • Demonstrated knowledge of Environmental, Work Health & Safety, Anti-Discrimination and other relevant legislation • Experience in using a quality management system or other business improvement initiatives 	

Desirable:

- Demonstrated knowledge of local government activities and responsibilities
- Membership of a relevant professional association
- Post graduate qualifications in civil engineering and / or project management
- Previous experience in the delivery of large (greater than \$10M) civil or building projects
- Ability to manage multiple projects through multiple delivery systems
- Experience in managing projects through all phases (define, design, construct and commissioning)

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

Project Management Services

- The delivery of capital and operation projects on behalf of Council. The role includes management of projects including civil works, buildings and infrastructure.
- Projects through the definition, design, construction and commissioning phases.
- Project planning that addresses project delivery, procurement selection, risk, quality, safety, the environment, and communication with stakeholders, internal and external approvals, finances and business cases.
- Consultation with stakeholders (including Council, Council's staff and service providers, the community and statutory bodies) and coordination of their input into the projects
- Financial management including funding submissions, project estimation, budget preparation, monitoring and reporting
- Preparation of reports business cases and Council business papers
- Contract creation and administration for professional services, consultancies and construction, including the management of contractor performance.

In broad terms, project management includes the management of scope, time, finances, procurement, communications, risk, safety, human resource and quality.

Provide supervision, coaching and guidance to staff/contractor

- Provide specialist support and guidance to team and others in Council in the areas of contract creation, contract administration and project management.
- Ensure staff/contractors are involved appropriately in decision-making and are informed of relevant decisions
- Implement and manage communications within the project team and with contractors including both formal and informal meetings
- Ensure both staff and contractors receive regular feedback regarding their performance and conduct formal performance and development reviews

Contribute to the overall management of the organisation

- Assist in the development, implementation and maintenance of Council's management systems for contracts, project delivery, safety and quality

- Implement and develop corporate Council policies and procedures
- Develop, implement and monitor forward strategic plans, annual management plans and budgets
- Prepare and present Council, legislative, technical and performance reports to internal and external customers
- Maintain currency of professional expertise
- Provide technical and expert support to other areas of Council

Work Health & Safety

- Required to take reasonable care of self and others in the workplace. Ensure people within area of responsibility know hazards and risks associated with any operation and the method established to eliminate or control risks
- Cooperate with all health and safety policies and procedures agreed to by management and staff
- Report any unsafe conditions that are identified
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.
- Assist in the development of project specific Site Safety Management Plans, carry out site inspections, participate in hazard identification and assessment, review Safe Work Method Statements (SWMS), surveillance of work practices and auditing
- Ensure Shellharbour City Council policies and procedures are communicated, understood and followed
- Ensure all incidents, hazards and near misses are reported and immediately followed up.
- Manage the performance of Contractors in accordance with Council's Contractor Safety Management Guidelines (Draft)

Organisational Values

- Apply and demonstrate the key organisational values – integrity, respect, service, adaptability, collaboration and safety.