



Position Description

Project Officer

Applications Close
24th of June 8:00am

Position title

Projects Officer

Position number

WU10262

Department

Works & Utilities

Classification

Level 4.1, \$84,141.20pa - Queensland Local Government Industry (Stream A) Award 2017 and Winton Shire Council Enterprise Bargain Agreement 2023 as varied

Terms of employment

Full Time – Fixed Term 3 years

Supporting documents

Employee Code of Conduct

Workplace Health & Safety Responsibilities

Winton Shire Council Drug and Alcohol Policy

Organisational environment

Winton Shire Council's Mission Statement is:

"Through meaningful engagement, implement a range of strategies that cater to people from all walks of life, our community needs and aim to enrich our lifestyle and preserve our heritage".

Winton Shire Council's Vision is:

"To grow our community and explore exciting, new and innovative opportunities which will retain existing and attract new people with whom we can share our unique lifestyle and rich heritage".

Winton Shire Council's Corporate Values are:

Accountability:

The ethical concept associated with responsibility, enforcement, blameworthiness, transparent process, liability, and other terms associated with being answerable for the trust that is bestowed by those whom we serve.

Effectiveness:

The idea of carrying out a program or process that is entirely adequate to accomplish the purpose that has been identified as a goal or aspiration.

Efficiency:

The concept that in the process of pursuing or effecting any program, procedures, or task where all wastage is minimised.

Sustainability:

Is the capacity to maintain a certain process or state indefinitely? When applied in an economic context, a business is sustainable if it has accepted its practices for the use of renewable resources and is accountable for the environmental impact of its activities.

Meaningful Community Engagement:

Encompasses the principle of seeking the views and opinions of the Community. This is to be through an effective committee system and public consultation process as part of Council's decision making methodology.

Good Governance:

This describes the process of decision-making and the process by which decisions are implemented (or not implemented), hereby, public institutions conduct public affairs, manage public resources, and guarantee the realisation of human rights. Good governance accomplishes this in a manner essentially free of abuse and corruption and with due regard for the rule of law.

Ethical and Legal Behaviour:

Ethical behaviour is characterised by honesty, fairness, and equity in all interpersonal relationships. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people. When coupled with legal behaviours there is an expectation that there will be a penalty for conduct that breaches any law statute or regulation.

Organisational relationships

Reports to:

Special Projects Manager

Supervision of:

No supervision applicable

Internal Liaisons

Management, Council Staff and Council Departments as required.

External liaisons

Winton Shire Community at large, contractors, State Government, other local government and consultants.

Position objectives

The aim of this position is to support the Manager Special Projects and the Manager Operations when required with the delivery of Council's major capital works, via core project duties, reporting and compliance activities. This role will provide input and reporting internally and externally on a weekly and monthly basis, track acquittals and progress of all relevant projects from scoping to hold point release and final sign off. This role will play a significant part in communication and compliance within aspects of projects for Council, including core stakeholder engagement and communication across all departments (Finance, WHS, HR, Governance, Contracts and Environmental Control) and will be involved in detailed acquittal in the delivery of projects

Organisational commitment

Corporate

All Local Government employees are required to comply with relevant Acts and regulations, Council's policies and procedures as amended from time to time.

Confidentiality and improper use of information

All Council documents and information are treated with complete confidentiality. Information gained during employment with Local Government must not be used to gain advantage, or to cause detriment to the Local Government.

Continuous quality improvement

All employees are encouraged to embrace the concept of Continuous Quality Improvement (CQI) within the workplace. This will encourage creativity and innovation and identify and implement improved ways of doing things through this structured process.

Workplace Health and Safety

All employees have a duty under the *Workplace Health and Safety Act 2011* Section 28.

While at work all Winton Shire Council workers must:

- Take reasonable care for his or her own health and safety; and

- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

Qualifications/Licences/Tickets required

Mandatory

- Construction white card
- Ability to operator a motor vehicle under a “C” Class manual Licence.
- Well developed computer skills using MS Office suite and preparation of documents and reports.

Desirable

- Qualification relevant to project management or construction project management, together with relevant experience.
- Working knowledge of Queensland Codes and Regulations, Australian Standards, OH& S legislation.

Additional requirements and working conditions

The following requirements and working conditions will be necessary in this role:

- The Council Employee Code of Conduct applies to this position;
- Travel within the shire area will be required for this position.

Statement of key responsibilities and duties

Key selection criteria

The applicant's suitability for this role will be assessed against the following competencies:

- Application of robust project capability, experience, tools and methodologies to support the delivery of works within the Project Management Office.
- Development, review and submission of documentation required under all major project contracts and activities including financial and budget management, procurement and contracting through to delivery.
- In conjunction with the WHS team, ensure WHS reporting in line with Council requirements on a regular basis and full compliance and quality audit checks in partnership with relevant teams across Council with a strong focus on safety management systems and quality control.

- Regular and systematic communication across Council in relation to project status, progress, resourcing requirements and anticipating risks, milestones and stakeholder engagement points via stakeholder engagement plans developed in conjunction with teams across all core departments to deliver the highest quality projects for Council.
- Assist with regular and systematic reporting and acquittal of all project administration; including but not limited to detailed budget tracking and work order management as required; financial management plans, hold point releases in accordance with cash flow plans. Assist with contractor purchasing and requisitioning and where applicable cost modelling and expenditure forecasting for Council's capital expenditure and grants.
- Monthly reporting including robust preparation, submission and presentation of status updates to internal stakeholders.
- Provision of knowledge and input into Council's broader Contractor and Project Management framework, methodologies, policies and processes, championing the embedding of these in partnership with the leadership team

Selection Criteria 1

Demonstrated ability and experience in all facets of project management (preferable in a Local Government environment) and be fully conversant in the requirements of the relevant legislation and standards.

Selection Criteria 2

Project Management knowledge, qualification and/or experience surrounding project communication, collaborative customer focus and negotiation skills.

Selection Criteria 3

Demonstrated ability to work effectively within a team environment, establish work priorities and meet deadlines including a sound understanding and commitment to Equal Opportunity and Workplace, Health and Safety principles and practices.

Selection Criteria 4

Well- developed communication skills, both written and verbal with a proven ability to communicate effectively and tactfully in sometimes very sensitive situations as well as a high degree of knowledge of computer programs, email and the internet.

Other relevant information

- The selected applicant will be subject to a criminal history check – undertaken and paid for by Council.
- The selected applicant will be required to undertake a pre-medical assessment to prove that they are medically fit to carry out the duties and responsibilities of the position with Council covering the cost.

- This position will be subject to a minimum probationary period of three (3) months. The applicant's employment will undergo a review at the end of the probationary period and a recommendation will be made to the Chief Executive Officer regarding permanent employment in the position.
- The selected applicant may be required to provide Winton Shire Council with a recent photograph of the person, at the time of the person's induction, for the purpose of creating a Winton Shire Council Employee Identity Card. Under (s138A) of the Queensland Local Government Act 2009 the employee has a legal obligation to hand any such identity card/s back to the employer within twenty-one days of termination of employment, unless the employee has a reasonable excuse.

In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

Authorisation

(This section to be completed with the successful applicant upon completion of the recruitment process)

By signing this authorisation, the successful applicant acknowledges that they have read this Position Description and understand the responsibilities associated with the position.

I,

accept the position of **Projects Officer** with the Winton Shire Council and the details as outlined in the Position Description.

I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

Signature:

Date

Recruitment process

Candidates should lodge their applications in accordance with the directions outlined in “How to Apply for the Position” below.

How to apply for the position

We invite you to lodge a formal application which MUST include a:

- **Resume,**
- **Cover letter, and**
- **Response to the Selection Criteria**

Completed applications are to be forwarded to: jobs@winton.qld.gov.au

Shortlisting and interviews

The Shortlisting of all applicants will be undertaken by a Selection Panel within five (5) working days after receipt of a completed suitable application. Interviews may be conducted face to face, or via video-conferencing or tele-conferencing, depending on the location of candidates and the technology available at the time.

Further information

For further information in relation to this position please contact Winton Shire Council, on 07 4657 2666.