



CITY OF ALBANY POSITION DESCRIPTION MAJOR PROJECTS OFFICER

1. CITY OF ALBANY VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

- **Focused:** on community outcomes - This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.
- **United:** by working and learning together - This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.
- **Accountable:** for our actions - This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.
- **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

2. POSITION IDENTIFICATION

TITLE: Major Projects Officer – Projects and Administration	<pre>graph TD; A[Executive Director Infrastructure, Development & Environment] --> B[Manager Major Projects]; B --> C[Major Projects Officer];</pre>
LEVEL: Level 7-8, City of Albany Industrial Agreement 2023	
DIRECTORATE: Infrastructure, Development & Environment	
REPORTS TO: Manager Major Projects RESPONSIBLE FOR: Nil	

3. POSITION OBJECTIVE

This position is responsible for a range of functions within the Major Projects department, including the provision of project management services for projects relating to land based and coastal infrastructure, public open space, natural and developed reserves, streetscapes, trails, building structures and built form.

4. KEY RESPONSIBILITIES

Collaboration / Teamwork

Level 7

- Provide an internal planning, project management service and expert advice to the City of Albany organisation.
- Undertake responsibility for the management, coordination and administration of moderately complex projects.
- Set priorities, schedule projects and monitor workflow in areas of responsibility.
- Aligned with strategic plan and priorities, work with other relevant business units in the organisation with the aim of enhancing the City's reputation, encourage economic and business development and strengthen key stakeholder relationships.
- Effectively work in a team environment, motivating staff, and fostering a collaborative environment.
- Communicate complex information clearly to stakeholders, including the public, elected officials, and team members.
- Engage with a variety of stakeholders, including community groups, government agencies, and private sector partners.

Level 8 (in addition to the above)

- Lead and develop internal planning, project management service and expert advice to the City of Albany organisation including mentoring and supervising other officers as required.
- Take responsibility for the management, coordination and administration of complex projects.
- Lead funded contracts from inception through to completion and handover. This includes: project initiation to define scope, formulation of program and budget to achieve grant funding milestones, procurement, and contract administration.
- Lead City Investment Prospectus.
- Develop and sustain strong relationships with a variety of stakeholders, including community groups, government agencies, and private sector partners.
- Act as Principals' / Superintendents' / Client Representative for complex projects.

Legislative / Compliance

Level 7 & 8

- Maintain compliance with all relevant building codes, planning regulations, standards, policies and procedures.
- Maintain document and record management to the City of Albany's compliance standards.

Financial / Procurement

Level 7

- Plan, execute, monitor, and close-out projects, including acquittals while managing project budgets, financial reporting and cost controls.
- Assist in securing and manage funding, grants, and other financial resources
- Assist in the preparation and monitoring of the departmental budget, in collaboration with the Team Leader.
- Plan, coordinate and administer expenditure and income against approved budget for each allocated project.
- Plan, coordinate and administer procurement and tendering processes, contract administration and management and relevant legislation.

Level 8 (in addition to the above)

- Lead in securing and manage funding, grants, and other financial resources
- Demonstrate highly developed skills in the preparation and monitoring of the departmental budget, in collaboration with the Team Leader.
- Lead the planning, coordination and administration expenditure and income against approved budget for each allocated project.
- Lead the planning, coordination and administration of procurement and tendering processes, contract administration and management and relevant legislation.

General / Administrative

Level 7

- Manage time schedules (Gantt Charts), costs and quality related to moderate to complex projects.
- Assist in preparation of documentation packages for procurement and implementation.
- Work within standard project management methodologies and utilise these effectively to manage end-to-end project timelines.
- Utilise data to make informed decisions, problem solve and adjust project plans as required.
- Utilise relevant local government technology and systems to track project progress.
- Apply lessons learnt from project reviews.
- Evaluate, enhance and/or develop project management tools to assist team in project management and delivery of projects.
- Administration of relevant management programmes, codes, policies, systems and activities.
- Prepare grant-funding applications, in collaboration with the whole team.
- Prepare post-event de-briefs and provide written reports, as required.
- Participate in meetings and provide written reports, as required.
- Maintain a safe work practice in accordance with Occupational Health and Safety Legislation and Council Policies.

Level 8 (in addition to the above)

- Manage time schedules (Gantt Charts), costs and quality related to multiple complex projects.
- Prepare documentation packages for procurement and implementation.
- Coordinate and produce reports and feasibility studies with recommendations on key aspects of projects including progress, risk management, technical suitability of design packages (drawings, construction details, specifications and schedules).
- Perform data analysis, performance metrics, and outcome evaluations.
- Prepare and lead grant-funding applications, in collaboration with the whole team.
- Lead meetings and provide written reports, as required.
- Promote best practice and quality improvement programmes and activities within the team.

Interpersonal Skills / Customer Service

Level 7

- Coordination and assist in the facilitation of community engagement processes for all departmental projects, including presentations, media and communication.
- Exercise a high level of interpersonal skills in dealing with the public and other organisations;
- Report to management; provide expert advice to staff and relevant external group on the organisation, integration, promotion and management of Major Projects.
- Work and contribute to a dynamic, creative and committed Major Projects Team.
- Share Resources to assist other Directorates, as directed by the Project Team Leader.
- Work autonomously without supervision and provide guidance to others.
- Utilise excellent verbal and written communication skills.
- Demonstrate commitment to ethical practices and integrity in all dealings.
- Ensure transparency and accountability in project management.
- Be proactive in identifying issues and developing solutions
- As required, adapt to changing circumstances, policies, and community needs.
- Be open to continuous learning and improvement.
- Maintain personal development plan, accreditations and training.
- Participate in working groups to review City policies and strategic projects.

Level 8 (in addition to the above)

- Manage conflict and build productive relationships.
- Make informed decisions by evaluating complex situations and aligning outcomes with organisational priorities.
- Engage, negotiate and communicate on project matters within the organisation, external stakeholders and other bodies and/or members of the community.
- Use experience and technical expertise to identify and resolve technical issues.

- Provide expert advice and technical support on matters of complexity related to design documentation and project delivery.
- Utilise strong critical thinking and problem-solving abilities to ensure successful project outcomes.
- Lead working groups to review City policies and strategic projects.

Workplace Health and Safety

Level 7 & 8

- Maintain safe work practices in accordance with Work Safety and Health legislation and City policies.
- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of risk control measures that our within own / individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WHS Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards, noting that everybody in the workplace are required to share this responsibility equally.
- Report any workplace injury, illness or near misses.
- Provide appropriate instruction, information, training and supervision to staff and others to enable work to be carried out safely.
- Facilitate and encourage feedback from the team regarding WHS issues.

5. REQUIREMENTS OF THE JOB

Skills

Level 7

- Demonstrated project management skills with the ability to effectively develop, coordinate and manage project constraints (scope, time, costs, budget, quality and risks) to achieve quality outcomes.
- Demonstrated highly developed communication and interpersonal skills with the ability to effectively communicate (verbally and in writing) with different audiences including consultation with community and stakeholders and management of consultants and contractors.
- Demonstrated developed written skills in preparing quality reports and presentations.
- High level of computer literacy with experience with software relevant to managing projects (including MS Office and adobe suite software).
- Ability to identify, analyse and address problems using sound judgement, technical proficiency and effective communication.
- Demonstrated ability to develop and manage accurate cost estimates and financial budgets whilst ensuring quality and other project performance measures are monitored and reported in a timely manner.
- Demonstrated knowledge of procurement policies and procedures as they relate to Local Government.
- Developed and sound knowledge of Council's policies, and statutory requirements relevant to Council's projects.
- Strong ability to align projects with strategic goals and community needs
- Strong focus on community needs and priorities.
- Skilled in public consultation and incorporating community feedback into projects.
- Well-developed time management, organisational and research skills.
- Capable of long-term planning and setting achievable milestones.
- Ability to participate in and contribute to a positive and motivated team environment.
- Focus on improving the quality of life for residents through effective project delivery.
- 'C' class driver's licence.
- National Police clearance.

Level 8 (in addition to the above)

- Demonstrated advanced project management skills with the ability to effectively develop, coordinate and manage project constraints (scope, time, costs, budget, quality and risks) to achieve quality outcomes.
- High level of computer literacy including AutoCAD drawings and Microsoft Project, and other software relevant to managing projects from feasibility and design to completion.
- Demonstrated highly developed conceptual and analytical skills, including the ability to assess detailed technical aspects of work and ensure required levels of quality are met with any project or task through to completion, including analysing and adopting lessons learnt for future work.
- High level of competency in the review and coordination of design documentation.
- Advanced technical skills in a relevant field of expertise.

Knowledge

Level 7 & 8

- Demonstrated knowledge of project management principles and practices.
- Demonstrated knowledge of procurement policies and procedures as they relate to Local Government (desirable).

Experience and Qualifications

Level 7

- Degree level qualification in project management, a related discipline or extensive equivalent experience and relevant professional association registration.
- Demonstrated experience in community consultation.
- Significant experience working in varied project management (at least 4 years).
- Demonstrated experience project administration.
- Demonstrated extensive experience in managing and administering multiple, projects with multiple stakeholders.
- Demonstrated track record of successful project delivery and management.

Level 8 (in addition to the above)

- Demonstrated experience in facilitation and engagement of multiple community and stakeholder groups.
- Demonstrated experience in all phases of project management from feasibility to contract administration and project commissioning and handover.
- Extensive experience in managing projects within the local government or public sector (desirable).

6. CERTIFICATION

As the occupant of this position, I have noted and agreed to the values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: _____ SIGNATURE: _____
(Please print)

DATE: _____

WITNESS NAME: _____ SIGNATURE: _____
(Manager or above) (Please print)

DATE: _____