



# CITY OF ALBANY POSITION DESCRIPTION MAJOR PROJECTS OFFICER - LANDSCAPE AND ENVIRONMENT

## 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

<p><b>TITLE:</b> Major Projects Officer – Landscape and Environment</p>	<pre> graph TD     ED["Executive Director Infrastructure, Development &amp; Environment"] --&gt; MJP["Manager Major Projects"]     MJP --&gt; MPO["Major Projects Officer – Landscape and Environment"]           </pre>
<p><b>LEVEL:</b> Level 9, City of Albany Industrial Agreement 2023</p>	
<p><b>DIRECTORATE:</b> Infrastructure, Development &amp; Environment</p>	
<p><b>REPORTS TO:</b> Manager Major Projects</p> <p><b>RESPONSIBLE FOR:</b> Nil</p>	

## 3. POSITION OBJECTIVE

This position is responsible for facilitating and managing projects for the City of Albany from feasibility phase to implementation of works. It involves the planning, coordination and management of 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**

- Provide an internal construction planning and project management service to the rest of the City of Albany organisation including mentoring and supervising other officers.
- Manage 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.
- 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.
- Manage external consultancy services as required.
- Act as Principals' / Superintendents' / Client Representative for complex projects.
- Undertake projects of significant scope and/or complexity.
- 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.

### **Legislative / Compliance**

- Manage 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**

- Develop project briefs quotes and tenders for a range of projects and coordinate the assessment and award of tenders and quotations for projects of significant value.
- Create and manage complex project budgets including performance reporting and financial analysis
- Plan, execute, monitor, and close-out projects, including acquittals while managing project budgets, financial reporting and cost controls.
- Secure and manage funding, grants, and other financial resources

### **General / Administrative**

- 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).
- Manage time schedules (Gantt Charts), costs and quality related to complex projects.
- Work within standard project management methodologies and utilise these effectively to manage end-to-end project timelines.
- Perform data analysis, performance metrics, and outcome evaluations.
- 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.
- Conduct and apply lessons learnt from project reviews.
- Evaluate, enhance and/or develop project management tools to assist team in project management and delivery of projects.

## **Interpersonal Skills / Customer Service**

- Manage conflict and build productive relationships.
- Make informed decisions by evaluating complex situations and aligning outcomes with organisational priorities.
- Utilise excellent verbal and written communication skills.
- 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.
- Maintain personal development plan, accreditations and training.
- Work and contribute to a dynamic, creative and committed Major Projects Team.
- Provide expert advice and technical support on matters of complexity related to design documentation and project delivery.
- Work autonomously without supervision and provide guidance to others.
- Demonstrate commitment to ethical practices and integrity in all dealings.
- Ensure transparency and accountability in project management.
- As required, adapt to changing circumstances, policies, and community needs.
- Be open to continuous learning and improvement
- Utilise strong critical thinking and problem-solving abilities to ensure successful project outcomes.
- Be proactive in identifying issues and developing solutions
- Participate in working groups to review City policies and strategic projects.

## **Workplace Health and Safety**

- 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.

## **5. REQUIREMENTS OF THE JOB**

### **Skills**

- 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.
- 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 highly developed written skills in preparing quality reports, briefings and presentations.
- High level of computer literacy including AutoCAD drawings and Microsoft Project, and other software relevant to managing projects from feasibility and design to completion.
- 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 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.
- Strong ability to align projects with strategic goals and community needs.
- Capable of long-term planning and setting achievable milestones.
- Strong focus on community needs and priorities.
- Skilled in public consultation and incorporating community feedback into projects.
- Strong commitment to providing excellent service to the public.
- Focus on improving the quality of life for residents through effective project delivery.

**Knowledge**

- Strong 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**

- 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 in tendering, contract development and contract administration.
- Demonstrated extensive experience in managing and administering multiple, complex projects with multiple stakeholders.
- Demonstrated track record of successful project delivery and management.
- Demonstrated experience in the planning, design and implementation of recreation (walking, riding and shared) trail networks and associated visitor amenity infrastructure.
- Demonstrated experience in environmental rehabilitation and protection of reserves.
- Demonstrated experience in the planning and implementation of coastal adaptation and protection projects. 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: \_\_\_\_\_