



## CITY OF ALBANY POSITION DESCRIPTION CIVIL PROJECT MANAGEMENT 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. We will commit to a culture of continuous improvement.
- **Accountable:** for our actions - This means we will be transparent in our decision making. 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.
- **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 committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

### 2. POSITION IDENTIFICATION

<b>TITLE:</b> Civil Project Management Officer	<pre> graph TD     A[Manager Engineering] --&gt; B[Team Leader – Civil Infrastructure]     B --&gt; C[Civil Project Management Officer]           </pre>
<b>LEVEL:</b> Level 8, City of Albany Industrial Agreement 2023	
<b>DIRECTORATE:</b> Infrastructure, Development and Environment	
<b>REPORTS TO:</b> Team Leader – Civil Infrastructure <b>RESPONSIBLE FOR:</b> Nil	

### 3. POSITION OBJECTIVE

This position is a key role within the City of Albany, responsible for coordinating civil infrastructure management on site within the Infrastructure, Development and Environment Directorate.

## **4. KEY RESPONSIBILITIES**

### **Leadership and Management**

- Supervise the delivery of civil infrastructure projects including contractors and sub-contractors

### **Financial**

- Delivery of civil infrastructure capital works on time and budget.
- Provide information for, and assist in, the preparation of financial monitoring of projects.
- Oversee accurate cost estimations and assist with compilation of documents required for budget purposes.

### **Technical**

- Carry out technical tender and quotation specifications, appointments and construction management utilising contractors.
- Perform the role of Superintendent for large Capital Works projects or Principal Contractor for other smaller projects, including monitoring Workplace Safety & Health requirements and exercising duty of care with regards to worksite safety on work sites.

### **Interpersonal Skills/Customer Service**

- Engage, negotiate and communicate on project matters within the organisation, external stakeholders and other bodies and/or members of the community.
- Promote and implement the City of Albany's customer service focus.
- Establish networks and foster productive relationships with relevant authorities and community groups.
- Work closely with other business units and directorates to resolve issues or problems.

### **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 are 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. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they may seem.
- 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**

- Strong customer service focus and commitment.
- 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 stakeholders and management of consultants and contractors.
- Identifies, analyses and addresses problems and risks using sound judgement, technical proficiency and effective communication.

- High level of computer competency including the Microsoft Office Suite and software relevant to managing projects.
- 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.

**Experience and Qualifications**

- Degree qualification in engineering, project management, a related discipline or equivalent experience.
- Demonstrated experience in managing projects to deliver efficient project delivery.
- Demonstrated experience in superintendence of civil construction contracts.
- 'C' Class Driver's Licence.
- National Police Clearance.

**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: \_\_\_\_\_