

POSITION DESCRIPTION

SENIOR CIVIL PROJECT OFFICER

Position Summary

The Senior Civil Project Officer is a member of a multidiscipline team within Council’s engineering department and is responsible for managing a range of infrastructure projects and delivering specialist advice to achieve successful outcomes within set budgets and timeframes. The Senior Civil Project Officer develops and reviews plans and tender documentation as well as monitoring site works, contracts and project budgets to help shape our communities and improve residents’ quality of life. The Senior Civil Project Officer is proactive in serving the community and Council toward achieving best outcome environmental and economic sustainability.

Position Details

Title	Senior Civil Project Officer
Classification	Band 7
Category and status	Permanent full time
Reports to	Manager Projects & Design
Supervises	N/A
External relationships	Contractors, consultants, suppliers, engineering professionals, community, referral agencies
Date PD approved	October 2023

Position Key Responsibilities

Project Management	<ul style="list-style-type: none"> • Project management of infrastructure construction, including consultation, procurement, contract management, site superintending, and design. • Prepare design briefs, technical specifications, tender/quote documentation and evaluate tenders/quotes. • Ensure all civil engineering works are designed and built to Council’s standard drawings, guidelines, and other relevant industry standards. • Monitor project budgets and prepare regular routine progress reports. • Assist in formulating budgets and prepare cost estimates for work activities and programs. • Preparation, implementation, and review of works schedules including prioritisation and allocation of resources. • Consultation with a broad range of key stakeholders (both internal & external) including community representatives.
Engineering	<ul style="list-style-type: none"> • Provide engineering based technical assessment of planning applications. • Keep up with developments in an area of technical expertise and use this knowledge to recommend optimal solutions. • Identify appropriate solutions to issues raised generally by the community, with reference to Council standards, design plans and specifications, relevant codes and standards, VicRoads guidelines and other technical documentation. • Conduct site feature surveys and site set out. • Drafting and design for buildings, kerb and channel, footpaths, roadways. • Provide accurate and effective advice to other sections of Council, developers, and external agencies.

Administration	<ul style="list-style-type: none"> • Maintain accountability and appropriate use of information systems and comply with record keeping requirements. • Understand and demonstrate a commitment to quality service and respond to customer service enquiries and requests within set timeframes. • Prepare clear and concise Council reports and present these reports to Council meetings. • Collect data for Council's performance reporting criteria. • Contribute to Council's annual capital works program and Long-Term Financial Plan. • Prepare applications and manage external grant funding reporting for allocated projects. • Identify opportunities and initiate action to improve systems and processes.
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Position Organisational Responsibilities

Leadership	Be a role model to staff; actively influencing and demonstrating Council's values. Mentor, support and develop junior staff within the department.
Strategy and policy	Provide input to policies; write Council reports; participate in Council reporting requirements including Council plan, annual report, and regulatory/statutory requirements.
Budget	Make recommendations on annual budget. Manage budgets of assigned projects to ensure works are completed within allocated budgets.
Internal meetings	Participate in regular team meetings and other internal meetings and training as required.
External collaboration	Represent Council at various forums including community meetings. Attendance at after-hours meetings may be required on occasion.
Risk management	Responsible for identifying and minimising risk to Council in area of responsibility. Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act, Council's Health and Safety management programs, policies, and procedures and for ensuring, as far as practicable, safe working practices for all staff. Responsible for ensuring the safety of contractors and members of the public on and around Council worksites.
Legislative framework	Adhere to legislation, building regulations and codes relevant to tasks managed by the position.
Other duties	Other duties as directed that are consistent with the general requirements of this position.
Communication	Communicate effectively through verbal and non-verbal correspondence, adapting to audience needs and responses. Translate technical information into easily understandable information.
Behaviour	Demonstrate and encourage behaviour in line with Council values; that is free from bullying, harassment, and discrimination and that abides by Council's Code of Conduct.
Emergency management	Undertake roles and activities to assist in managing emergencies within the municipality.

Position accountability, judgement, skills, and qualifications

<p>Accountability and extent of authority</p>	<ul style="list-style-type: none"> • Manage resources in accordance with Council’s corporate goals, policies and financial budgets with regular reporting to ensure achievement of goals and objectives. • Maintain adequate documentation and records concerning contract and project development and administration. • Ensure that all contract requirements are met and that all work is carried out in a safe manner and in line with Council policy. • Ensure contractor or supplier engagements are conducted in accordance with Council policies and procedures.
<p>Judgement and decision making</p>	<ul style="list-style-type: none"> • Sound judgment and problem-solving skills are required to develop creative solutions to a range of problems. Guidance and advice will generally be available from the Manager or Director. • Make decisions using methods and processes based on existing policies, guidelines and procedures. • Access all relevant sources of information to formulate a position that satisfactorily resolves specific issues.
<p>Specialist skills/knowledge</p>	<ul style="list-style-type: none"> • Knowledge of civil engineering design and construction techniques, codes, procedures and practices for municipal works and the management of municipal assets, including civil and structural design, road and drainage design and traffic issues. • High level skills and ability to analyse complex information, concepts, and ideas with the ability to simplify and present complex ideas with clarity in strategic plans, discussion papers and reports. • Adept knowledge of relevant workplace health and safety practices, codes, and policies. • Knowledge of contract/quotation and project management principles and practices. • Knowledge of tender preparation, contract documentation and preparation of tender evaluation reports. • Sound understanding of Microsoft office applications and AutoCAD drafting software. • Knowledge of Council’s objectives and the longer-term strategic directions.
<p>Management skills</p>	<ul style="list-style-type: none"> • Ability to manage own time, determine appropriate priorities, and work at a proficient level, including the ability to coordinate changing priorities and tasks with other staff. • Ability to efficiently and effectively complete tasks, within a set time frame, autonomously and with minimal supervision.
<p>Interpersonal skills</p>	<ul style="list-style-type: none"> • Ability to effectively communicate (verbal and written) and interact with all internal and external stakeholders. • Ability to write reports in areas of expertise. • Ability to liaise with counterparts in other organisations and fellow employees to discuss specialised matters. • Build partnerships with key stakeholders including project owners, project managers and funding bodies. • Demonstrate integrity, responsibility, respect and innovation in all aspects of the position.

Qualifications/experience	<ul style="list-style-type: none"> Degree / Diploma or Tertiary qualifications relevant to the role plus minimum 3 years' experience, or substantial experience in infrastructure project development/management.
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Selection Criteria

Qualifications	Qualifications relevant to the role, for example a tertiary level qualification (recognised by the Institute of Engineers Australia) in Construction Management, Engineering or Project Management or minimum 3 years' experience.
Project Management	Experience in delivering municipal civil engineering projects (direct supervision, project management of in-house and/or external design consultants and/or construction contractors). Understanding of project management tools.
Self-Management	Ability to manage multiple activities; to plan and organise work and to achieve realistic timetables and objectives autonomously and with minimal supervision.
Workplace safety	Demonstrated understanding and experience with ensuring safe workplaces for civil works.
Contract Management	Experience in contract documentation preparation and contract administration.
Communication	Good communication skills with the ability to communicate effectively with staff, community members and contractors.
Technology	Good computer and data management skills including Microsoft Office applications essential, familiarity with drafting software and/or survey equipment would be an advantage.
Budgets	Experience with monitoring and reporting on project budgets.

Physical Requirements

Walking or climbing	Walking on rough terrain up to 2 km. Walking on flat terrain up to 2 km. Independently access and move around work sites that may be located in difficult, steep or overgrown terrain.	Occasionally
Crouching, Bending, Kneeling	Crouching at low levels.	Occasionally
Environmental Factors	High and Low Temperatures.	Occasionally
Sitting	Driving to site locations and working at a desk using a computer.	Regularly

Compliance Checks

1. Right to work check
2. Police check
3. Qualifications check
4. Reference check
5. Driver's licence