

POSITION DESCRIPTION

Position Title	Projects Officer – Asset Planning
Position Code	7224
Business Unit	Asset Planning
Directorate	Community & Infrastructure
Position Classification	Band 5
Effective Date	October 2025

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. In this context we have a vision to build the best sports, aquatics, and events precinct in regional Victoria – bringing significant social, recreational, health and economic benefits to our community. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues. □
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest, and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems, and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

1.1 Provide support to the Asset Planning Coordinator (IP&D) in asset planning for the IP&D Department.

1.2 Assist with auditing TechOne drainage asset data and inputting missing values from existing records and document.



1.3 Provide administrative assistance for any Council requirements for the Integrated Water Management. This will include arranging meeting, grant applications, grant tracking, milestone reporting, hold points and acquittals for Infrastructure related grants that sit under the IP&D Department remit.

1.4 Provide support to the IP&D team regarding procurement of projects and at asset handover stage.

1.5 Other administrative tasks to support the Technical Services, Facilities, Delivery & Contracts and Asset Planning teams as advised by Manager IP&D.

2. Working Relationships

Reports to	Asset Planning Coordinator (Decision)
Supervisors	N/A

3. Key Responsibilities

3.1 Provide support to the Asset Planning Coordinator (IP&D) in Asset Planning and Capital Program lifecycle planning for the IP&D Department.

3.2 Assist with data entry in TechOne as required as part of the drainage audit. This includes reviewing existing and new data, tracking changes, reporting as required. There will be an element of independent record investigation to determine if other Council records may be relevant to the Asset Planning team.

3.3 Undertake relevant research for Integrated Water Management grants available to RCoW, preparation of reports, status tracking and grant applications as required.

3.4 Provide support to the IP&D team to build, monitor and maintain a Capital Works Lifecycle tracking tool to include all stages of projects from inception at Asset Planning stage, through Design, to Delivery and Handover.

3.5 Support policy and process updates to enable department efficiencies.

3.6 Other administrative tasks to support the Technical Services, Facilities and Asset Planning teams as advised by Asset Planning Coordinator.



4. Core Physical Requirements

- 4.1** Capacity to, on occasion, lift items unspecified in weight within individual limits.
- 4.2** Capacity to undertake office-based activities including sitting at a desk and using a computer for extended periods.
- 4.3** Capacity to work in an outdoor environment for varying periods of time.
- 4.4** Capacity to drive a motor vehicle.

5. Accountability and Extent of Authority

- 5.1** Achievement of agreed specific performance objectives.
- 5.2** Compliance with Councils policies and procedures and all relevant legislation.
- 5.3** Report to the Asset Planning Coordinator in a timely fashion, any issues unable to be resolved in the workplace or outside the scope of this position.
- 5.4** Ensure a safe workplace is maintained in both internal and external environments.
- 5.5** Review and implement process improvement ensure the correct use of the electronic document recording system and associated workflows, across the Department and wider organisation. This includes maintaining confidential storage of records documents, papers etc.
- 5.6** Organise appointments, meetings, functions, receptions etc. as required and maintain and coordinate diaries/schedules.
- 5.7** Take notes of meetings and prepare minutes, and follow-up actions arising from meetings.
- 5.8** Undertake a range of project-based work, both on a regular and ad-hoc basis.
- 5.9** Deliver high quality standards in line with organisational policies and procedures.
- 5.10** Provide quality and accurate of advice and service provide it to clients.



5.11 Make decisions made in accordance with any delegated authority.

6. Judgement and Decision Making

6.1 Rational approach to understanding problems, developing options and offering solutions.

6.2 Ability to understand complex issues in the correct context.

6.3 Making judgements based on sound criteria relating to policy, procedure or other evidence-based information.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

7.1.1 Knowledge of grant application and management processes.

7.1.2 Understanding of project lifecycle stages and general project management and asset management principles.

7.1.3 Ability to coordinate current grants and research future grants available to RCoW and recognise issues which may impact upon these.

7.1.4 Highly skilled in the use of the Microsoft Office products and electronic management systems.

7.1.5 Well-developed administration skills.

7.2 Management Skills

7.2.1 Highly developed organising and planning skills.

7.2.2 Ability to set, monitor and achieve goals.

7.2.3 Display a strong work ethic and achieve timely and effective outcomes/ outputs.

7.2.4 Demonstrate continuous improvement through professional development.



7.2.5 Highly developed organisational skills and ability to maintain deadlines.

7.2.6 An ability to plan, prioritise and deliver within timeframes and in an environment of change and conflicting demands.

7.2.7 An ability to maintain a general awareness of current projects and grants and to recognise events which may impact upon these.

7.3 Interpersonal Skills

7.3.1 Ability to multi-task.

7.3.2 Demonstrate a strong work ethic and a “can do” positive attitude.

7.3.3 Well defined and applied negotiation and problem-solving skills.

8. Qualifications and Experience

8.1 Relevant qualifications or demonstrated experience in providing high level administrative support (for example Certificate IV in Business Administration) in a similar role.

8.2 Experience in grant application and management in a local government or similar environment.

8.3 Experience in policy and process updates, training, and implementation.

8.4 Demonstrated ability to work independently on time-critical tasks.

8.5 Highly developed computer literacy including familiarity with software such as Word, Excel, and records management applications.

8.6 Experience in providing general administrative assistance.



9. Key Selection Criteria

- 9.1** Relevant qualifications or demonstrated experience in providing high level administrative support (for example Certificate IV in Business Administration) in a similar role.
- 9.2** Experience in procurement and project management administration in a local government or similar environment.
- 9.3** Experience in TechOne, data analysis, and data entry in a local government or similar environment.
- 9.4** Demonstrated high level oral and written communication skills.
- 9.5** Highly developed office administration skills.
- 9.6** Demonstrated ability to work independently on time critical tasks.
- 9.7** Highly developed organisational skills with the ability to meet tight deadlines and multitask several projects.

Authorised by: Director – Community & Infrastructure

Date:

Employee's Signature:

Date:
