

POSITION DESCRIPTION

Position Title	Projects Officer
Position Code	1559
Business Unit	Infrastructure Planning and Delivery
Directorate	Community & Infrastructure
Position Classification	Band 5
Effective Date	March 2023

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 Project Managers on all aspects of the Council's Capital Works program delivered through the Infrastructure Planning and Delivery Department.
- 1.2** Provide administration support in the implementation of the program in accordance with the CAMMS (CAMMS Project) project management methodology and processes.

- 1.3** Assist with monitoring and reporting on the program of Capital Works delivered by the Infrastructure Planning and Delivery Department.

2. Working Relationships

Reports to	Delivery & Contracts Coordinator
Supervisors	NA

3. Key Responsibilities

- 3.1** Assist with the coordination and reporting of the Rural City of Wangaratta's projects and processes in accordance with the Integrated Project Management framework.

- 3.2** Undertake relevant research, preparation of reports and presentations as required.

- 3.3** Identify issues impacting on the delivery of projects.

- 3.4** Assist the Coordinator in the development and monitoring of relevant budgets.

- 3.5** Provide administration support for Journals and all Electronic Purchase Order (EPO) Functions.

- 3.6** Provide assistance and training (where relevant) to department staff in relation to Council's computer software systems.

- 3.7** Maintain website information projects and ensure it is current and accurate.

- 3.8** Provide administration and project support of the grants and community planning programs.

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 relevant Project Manager 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 project management frameworks is desirable.
- 7.1.2** Understanding of procurement methodologies in relation to capital projects.
- 7.1.3** Maintain an awareness of current projects and events 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 project administration skills, including the ability to take responsibility for the administration aspects of projects with regular supervision.
- 7.1.6** Knowledge of tender preparation and contract administration.

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 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 project and procurement management of a capital program and projects in a local government or similar environment.

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

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

8.5 Experience in providing administrative assistance and management of projects.

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 project and procurement management of a capital program and projects in a local government or similar environment.

9.3 Experience in working with complex project stakeholders.

9.4 Demonstrated high level oral and written communication skills.

9.5 Highly developed office administration skills in a project environment.

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:
