

## **POSITION DESCRIPTION**

|                        |                               |
|------------------------|-------------------------------|
| <b>TITLE:</b>          | Building Projects Coordinator |
| <b>CLASSIFICATION:</b> | Band 7                        |
| <b>STATUS:</b>         | Full time                     |
| <b>BUSINESS UNIT:</b>  | Buildings and Facilities      |
| <b>DATE:</b>           | October2017                   |

### **ORGANISATIONAL CONTEXT**

Our vision is that the Cardinia Shire will be developed in a planned manner to enable future generations to enjoy and experience the diverse and distinctive characteristics of our Shire.

To undertake this vision successfully we are developing a skilled and professional workforce that embraces our corporate values. The Values help guide us to continue to be a customer-focused organisation that strives to achieve excellence in everything that we do. The Values form the basis of how we behave in the workplace and conduct the business of planning. Our corporate values are:

|                 |   |
|-----------------|---|
| Teamwork:       | We work collaboratively to achieve shared goals                         |
| Respect:        | We value diversity and appreciate others                                |
| Accountability: | We are responsible for our actions and behaviours                       |
| Communication:  | We communicate openly and share knowledge with others                   |
| Customer focus: | We consider the needs of others and make a difference for our community |

Council plays an important role in contributing to life in your community by providing many of the services and facilities that residents of all ages access every day. Council provides traditional local government services like local roads, waste management, and planning, building and animal control. But beyond this we provide much more. We work with residents from new born babies, to young people, families and our senior citizens.

Cardinia Shire Council values Gender Equality and does not condone any behaviour outline in our Workplace Behaviors policy. This includes, and is not limited to, discrimination, bullying, family violence, victimisation and breaches of our other workplace policy.

### **POSITION OBJECTIVE**

The position is responsible, in conjunction with other Council capital works planning processes, for the coordination of the planning and delivery of Council's building capital works and associated infrastructure services program. The role requires proactive internal and external liaison to ensure integration of effort, and the effective and timely delivery of projects.

The role is responsible for continuing to develop and in utilising effective project management processes, ensuring appropriate project governance and administration.

## **ORGANISATIONAL RELATIONSHIPS**

|                    |   |
|--------------------|---|
| Reports to:        | Manager Buildings and Facilities.   |
| Internal Liaisons: | Other Business Units, Council Officers, General Manager- Assets and Services, Senior Leadership Team, Mayor and Councillors                                     |
| External Liaisons: | Community representatives, Federal and State Agencies, Associations, Community and reference groups, consultants and contractors and professional organisations |
| Supervises:        | Project Managers, Contractors, Consultants  |

## **KEY RESPONSIBILITIES & DUTIES**

### **General:**

- Coordinate the development and delivery of Council's building capital works program.
- Ensure projects are completed on time, within budget and achieving quality and to enhanced Council's Standards.
- Manage and reporting on project budgets, including monitoring income and expenditure in relation to projects assigned, and in providing advice on compliance.
- Provide regular reporting on building projects to internal and external clients and stakeholders.
- Continue to develop and utilise project management tools and processes, and in ensuring consistency of practice across Council.
- Ensure project and administrative records are maintained, recorded, up to date and correct.
- Proactively engage with internal and external clients and stakeholders, collaborating and sharing responsibility for developing or delivery of building and infrastructure services projects.
- Coordinate, collaborate the responsibilities of other project managers.

### **Project Planning and Reporting**

- Contribute to the planning and development of future building projects and the overall Capital Works Program.
- Manage, prepare, present briefings and reports.
- Ensure financial performance, regular and exception reporting.
- Continue to develop and utilise effective and consistent project management systems and tools, ensuring sustainable project governance and administration processes are in place.
- Ensure appropriate and relevant project investigations, planning and risk management processes are maintained and implemented, where required.

### **Project Management**

- Continue to develop and coordinate the planning and delivery of building projects and infrastructure services from inception to handover, within budget, time and enhanced quality standards.
- Continue to develop and coordinate project planning and risk management processes.
- Proactively undertake internal and external liaison, including ensuring user requests are appropriately managed.
- Engage consultants and contractors, ensuring project briefs and tender documents are complete and accurate, and in accordance with Council's Procurement requirements.
- Supervise contractors and consultants, and ensure compliance with relevant contract requirements.
- Ensure project delivery meets contracted requirements and that defects and handover needs are appropriately managed.
- Manage and continue to improve future projects by ensuring post-project evaluations and learnings are implemented.

## **Financial**

- Continue to develop project costing, taking into account market changes and industry experiences, ongoing project cost estimates, contract, legal and compliance changes.
- Monitor and report on projects (including budgets, risks, etc.) and address exceptions.
- Collaborate on the development of the Capital Works Program, including life-cycle budgets, utilising current and forecast capital and operational costs.

## **POLICY AND PROCEDURE COMPLIANCE**

- Adhere to and promote to HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.
- Ensure compliance with Council's financial and procurement policies and procedures, ensuring appropriate standards of internal control with finances.

## **ACCOUNTABILITY & EXTENT OF AUTHORITY**

- Demonstrate personal and professional integrity at all times consistent with the Cardinia Shire Council's values.
- Accountable for own decisions and actions.
- Personal responsibility in meeting role, team and organisational objectives.
- Effect of decisions and actions taken, subject to the review by the Manager, Buildings and Facilities.
- Duties are assigned only in terms of specific objectives and are reviewed for policy, soundness of approach, accomplishment and general effectiveness.
- Freedom to act is governed by goals and policies of the Business Unit, Council policy, statute and sub-ordinate legislation. Budgets will have regular reviews to ensure conformity with goals and related reporting mechanisms to assure adherence to budgets.
- Engage and be responsible for contractors and consultants.
- Contribute and participate in the development and interpretation of policy.
- Manage risks and identify opportunities.
- Ensuring that all practices and procedures comply with relevant legislation, National Standards and Council's policy.
- Financial management of projects, associated budget preparation and reporting.
- Preparation and where required presentation of reports.

## **JUDGEMENT & DECISION MAKING**

- Recommendations on a broad range of issues relating to building and facilities management, including, but not limited to contract and budget performance.
- Continuously improve and/or develop methods and techniques generally based on theory or previous experience.
- Judgments need to be made based on both specialist knowledge and extensive experience, particularly in regard to the major functions and activities associated with the role. Guidance may not always be available within the organisation.
- As an experienced practitioner in the discipline or specialty, responsible to interpret or recommend policy, determine the approach to be taken and the methodology to be used. Ensure the Manager is informed on progress and any issues arising.

## **SPECIALIST SKILLS & KNOWLEDGE**

- Well experienced and knowledgeable of project management principles, techniques and industry practices.
- Well versed and knowledgeable of local government and inter-government financial relationships/practices/procedures, with particular reference to capital expenditure and funding applications.
- Extensive knowledge of the legislative framework, in particular to Local Government, including areas of contract management, risk and Occupational Health and safety provisions.
- Demonstrated and effective use of work and business plans and related resource management.
- Well versed and knowledgeable in sustainable building construction, design principles and practices.
- Demonstrated proficiency with specialised computer applications such as HPRM and Technology 1.
- Demonstrated knowledge of contract management techniques including quality management, and contractor performance management techniques and practices.
- Well versed and knowledgeable with the principles of continuous improvement, quality management and quality assurance and their relevance to team work and self-managing work groups.
- Demonstrated and extensive budget and financial management experience.

## **MANAGEMENT SKILLS**

- Demonstrated ability to plan, organise, set priorities and manage time, so that organisational resources are optimised and objectives are achieved.
- Accountable for own decisions and actions.
- Influence and provide an environment where the contribution of others is recognised.
- Ability to work remotely and independently, and be an effective member of a multidisciplinary team.
- In conjunction with the Manager, work with the Senior Leadership Team to understand the optimal culture for Cardinia Shire in achieving its goals.
- Continue to influence processes and in providing support to Cardinia Shire, in helping to continue to develop and change.
- Influence direct staff, contractors and consultants to understand the impact of their behaviour on Cardinia Shire's culture.

## **INTERPERSONAL SKILLS**

- Communicate clearly and confidently across all levels of Council.
- Demonstrated ability to liaise effectively with key clients and stakeholders, and resolve problems in relation to projects, planning, coordination, contracts and compliance.
- Influence and provide an environment where the contribution of others is recognized and acknowledged.
- Demonstrated ability to work effectively in teams, delivering positive organisational outcomes.
- Demonstrated ability to engender the trust of management, staff, clients, stakeholders, residents and the general public.
- Demonstrate ability to develop options, solve problems, and be flexible when required.

## **QUALIFICATIONS & EXPERIENCE**

- Tertiary qualification in Engineering, Project Management, Building Construction or a related discipline with relevant experience or qualifications.
- Proven and demonstrated experience in leading, and in the delivery and management of building, infrastructure projects and construction contracts is essential.

## **KEY SELECTION CRITERIA**

- Demonstrated experience in project/construction management and coordination of complex building and infrastructure services projects from design development to handover, ensuring successful delivery within basic principles of time, cost and quality.
- Demonstrated effective liaison with key clients and stakeholders from multiple disciplines, and in working in a team environment achieving agreed and required project outcomes.
- Demonstrated ability to build capability and capacity, and in ensuring a team approach.
- Demonstrated ability to manage multiple projects with conflicting priorities.
- Demonstrated people management experience.
- Demonstrated ability to embrace the Cardinia Shire's Values Framework.

## **CONDITIONS OF EMPLOYMENT**

Terms and conditions of employment are in accordance with the Cardinia Shire's Council Enterprise Agreement and Cardinia Shire's policies and procedures.

**Tenure** Full time ongoing position.

**Record checks** Appointments are subject to a satisfactory National Police Record Check and Working With Children Check.