

Community Project Officer

POSITION DESCRIPTION



Position Number:	3604
Department:	Organisational Services
Section:	Fleet and Facilities
Unit:	Community Projects
Position Status:	Permanent Full Time
Classification:	Level 5 – Rockhampton Regional Council Certified Agreement 2022 – Internal Employees
Reports To:	Supervisor Community Projects
Revised:	January 2025

General Position Statement

This position supports Council's direction through the provision of effective project management for capital and operational works undertaken in relation to community services directorate projects.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Prepare or oversee the preparation and administration of scope of works including project briefs, design requirements and approvals, specifications, quote and tender documents, and contracts.
- Undertake tender evaluation and contract administration for approved projects.
- Undertake the role of the Contract Superintendent representative for projects supervised by the Community Projects team, to ensure successful delivery of projects in accordance with approved timelines and budget.
- Liaise with contractors and stakeholders in relation to any outstanding issues with regard to progress around completed projects, ensuring effective communication with relevant stakeholders.
- Manage and coordinate project works performed to ensure compliance with relevant legislation, standards, guidelines and approvals.
- Prepare reports on project status, variances and recommendations, with regular reporting to the unit and section management as specified.
- Provide progress reports to project owners on a monthly or agreed basis.
- Ensure all works are delivered in accordance with Council's Operational Plans, values, policies and procedures.
- In consultation with stakeholders; consultants, if required; and management develop scope of works forecast programs and plan for other capital and operational works projects for inclusion in budget submissions.
- Refer matters that may impact upon the business, Council and employees to the relevant Team Leader, Supervisor/Curator, Coordinator or Manager.

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- Undertake other relevant duties as directed, consistent with skills, competence and training.
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Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Demonstrated ability to manage and supervise projects within required timeframes, budgets and constraints.
- Working knowledge of tender and contract administration processes.
- Demonstrated experience with the supervision of project staff, consultants, internal service providers and contractors and the ability to undertake superintendent duties.
- Demonstrated ability to negotiate and work cooperatively with stakeholders, consultants, contractors, community members, government agencies and businesses.
- Proven ability to read and interpret drawings and specifications; prepare procedural documentation, technical and status reports.
- Demonstrated knowledge and understanding of Work Health & Safety in a project management environment.
- Demonstrated knowledge of the various codes and legislation that relate to programs of works.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Ability to effectively operate Council's computer systems including the Ci Anywhere Suite (R1 and ECM), Pathway and the MS Office Suite and other relevant systems in relation to works planning, control and costing.

Qualifications

- Tertiary qualification in Project Management (or related discipline) or Trade qualification relevant to the position and/or equivalent demonstrated experience.
- Hold a Construction Industry Induction (White Card).

Desirable Qualifications and Experience

- Experience in a local government environment.
- Understanding of ISO 55000/1/2 Asset Management Framework principals.

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Behaviours

- *Customer Service* – Ensure service delivery and advice remain focused on Council’s customers and community outcomes.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council’s Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Act in accordance with Council’s Code of Conduct.
- *Council Values* – Demonstrate behaviours aligned to Council’s values: One Team, Accountable, Customer Focused, Continuous Improvement and People Development.

Additional Requirements

- Ability to work in an office and outdoor environment.
- Ability to legally operate a motor vehicle under a “C” Class Licence.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised against Hepatitis A&B and Tetanus.

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council’s Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	