

POSITION DESCRIPTION

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|------------------------|---|------------------------------|-----------------|
| Position Title: | Project Officer Water and Sewer (PN 2087) | | |
| Position Type: | Temporary Full-time (3years) | | |
| Department: | Water and Sewer | | |
| Date Approved: | June 2023 | | |
| Hours per week: | 35 | Award Classification: | Band 3, Level 1 |
| FTE | 1 | Salary Classification | Grade 5 |

Position Purpose

Support and assist with the delivery of water and wastewater capital/infrastructure projects.

Support Project Managers to deliver a program of water and wastewater minor and major projects for Council by assisting them to scope and write project documentation, undertake inspections and monitor the performance of contractors, prepare project status progress reports, and complete grant reports and acquittals.

Key Accountabilities

- Draft specifications, tender documents and project plans.
- Assist Project Managers to monitor project delivery to ensure the scope, budget, and scheduled requirements are met, and the work undertaken meets the required quality, health and safety, risk and environmental requirements, State, Federal and local government requirements, and complies with Council policies, processes, and procedures.
- Use project management systems and tools to ensure defined performance, financial and timeframe requirements are achieved.
- Inspect works in progress by contractors to ensure compliance with plans and specifications.
- Monitor and prepare a recurrent report on performance variations to projects, for the Director Utilities and Project Management Office.
- Guide and assist Project Managers with grant applications and reporting requirements.
- Maintain databases and spread sheets and collect and report project related data to the Program Management Office.
- Respond to Customer Service enquiries and requests.
- Liaise with Project Managers to identify and document operational risks that may impact project delivery.

Core Competencies (Knowledge Skills and Experience)

Qualifications

- A tertiary degree qualification in engineering, project management and/or extensive work experience relevant to the role.
- Tertiary Qualifications in Project Management to a Diploma Level and/or experience is desirable
- General Construction Induction Card.
- Class C Driver License.

Note: All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

Skills and Experience

- Civil works construction, contract management and/or water and wastewater experience is desirable.
- Exposure to the practical application of project management frameworks.
- Highly developed communication (oral and written) and interpersonal skills.
- Proven technical, financial, and project management skills relevant to the responsibilities of the position and a demonstrated commitment to customer service.
- Solid time management and organisational skills.
- Understanding of commercial contract management.
- Understanding and experience in risk assessment of projects, environmental requirements and quality assurance activities and tasks, work health and safety and the principles of equal employment opportunity.
- Demonstrated work experience with an ability to work collaboratively within a multi-disciplinary team.

Values

Kempsey Shire Council's values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee.

| Value | Expected behaviour |
|---------------|---|
| Passion | <ul style="list-style-type: none">• We approach our work with enthusiasm and drive to make a difference• We inspire others with our thirst for excellence• We take pride in the customer service we deliver |
| Integrity | <ul style="list-style-type: none">• We act ethically and honestly and work to build the trust and confidence of the community and staff• We act with pride and respect while being loyal and accountable |
| Innovation | <ul style="list-style-type: none">• We challenge the status quo and are prepared to take risks, to achieve creative and efficient solutions• We promote and deliver change in the way we work |
| Communication | <ul style="list-style-type: none">• We ensure open communication for all• We openly and proactively listen and provide information |

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| Respect | <ul style="list-style-type: none">• We consider workmates, community, the workplace and environment• We treat people as we would like to be treated |
| Collaboration | <ul style="list-style-type: none">• We seek what is best for the team, not what is best for the individual• We work together to achieve a shared vision• We are connected with and care for each other• We encourage and pay attention to those around us |

Supervision Received

This role reports to the Water and Sewer Program Manager.

Supervision Exercised

Nil.

Position Description Endorsement

People and Culture Authorisation

Position Description reviewed and approved by:

| | |
|------------------------------------|----------------------------|
| People and Culture Representative: | JP |
| Position Title: | People and Culture Advisor |
| Date: | April 2025 |

Role Authorisation

«InternalApprovalSignature_tag»

Role Acceptance

I have read and understood the content of the Position Description for my role. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

«CandidateSignature_tag»