



Position Description – Open Space and Property Project Officer

Division	City Operations
Portfolio	Construction and Delivery
Business Unit	Open Space and Property Delivery
Level	5
Reports To	Coordinator Open Space and Property Projects
Prescribed Position	No

Position Objective

This position is responsible for the design development, coordination and successful delivery of the annual Capital works program and minor maintenance renewal works. This includes working autonomously with all stakeholders and contractors to ensure successful project delivery.

Key Responsibilities

- Prepare work task specifications for capital projects in consultation with internal and external stakeholders.
- Coordinate tenders and quotations and make recommendations in relation to appointing contractors in line with Council's procurement policy.
- Liaise and supervise contractors as required to ensure the delivery outcomes are met and in accordance with the relevant plans, standards and regulations.
- Prepare various reports as required, including capital works progress reports, financial and technical reports.
- Work effectively with all internal and external stakeholders to ensure capital work projects are completed successfully.
- Assist with the preparation of project budget bids in consultation with stakeholders for all property capital and operating work projects.
- Engage and liaise with architects and other building consultants to provide specific advice and architectural designs for Capital and operating building projects.

- Liaise on a regular basis at all levels with project stakeholders to ensure a compliant project is delivered on time and within budget.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for being actively involved in the identification and management of the day to day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Managements Systems.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

Selection Criteria

Skills

- Public realm construction project management skills.
- Construction project management skills.
- Effective time management skills.
- Efficient organisational skills.
- Ability to understand and interpret plans, specifications and provide design feedback.
- Effective report writing and budgeting skills.
- Sound interpersonal skills to maintain and work effectively with stakeholders at all levels.
- A strong customer service and work ethic.
- Effective WHS, systems and contractor management.
- Computing skills including knowledge of the Windows Explorer and Internet Explorer environments.
- Working knowledge of the Microsoft Office suite of desktop applications.
- Use of corporate technology including systems in electronic document management, land and property management, finance, customer requests, asset management systems and intranet.
- Demonstrated understanding and enthusiasm for the direction of the City and the Organisation.
- Demonstrated behaviour consistent with the organisational values.

Knowledge

- Facilities management knowledge.
- Knowledge of responsibilities in creating and maintaining Child Safe environments.
- Knowledge of building construction techniques and processes and development approvals.
- Sound knowledge of statutory requirements relating to building and construction i.e. National Construction Code, Disabled Discrimination Act & Crime Prevention through Environmental Design.

- Knowledge of policies and procedures of Council.
- Sound knowledge of WHS requirements and procedures.
- Working knowledge of financial and accounting systems.

Experience

- Open Space Construction project management experience.
- Experience dealing with contractors and suppliers in a multi contract environment.
- Proven experience in contract administration and document control.
- Experience in Technology One computer environment.
- Facilities management.

Qualifications and Requirements

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| <ul style="list-style-type: none">• Current South Australian Class C Driver's Licence | Essential |
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