



POSITION DESCRIPTION

Project Support Officer

PROJECT SUPPORT OFFICER

POSITION TITLE:	Project Support Officer
POSITION NUMBER:	4002
AWARD	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	4 - 5 Provisions of appointment pay level and progression to be in accordance with the applicable award
REPORTS TO:	Manager Project Management Office
DEPARTMENT:	Project Delivery
LAST REVIEWED:	April 2024

ABOUT US

Our communities are famous throughout Australia for being the friendliest in Northwest Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and the local government administration works collaboratively with us to achieve our aspirations.

Our Commitment

We inspire people to create a better future.

Our Vision

Whether you live here or visit, you will see how much we value our natural beauty, how connected our communities are, and how balanced growth makes this the best place in the world.

We Value



Honesty



Integrity



Accountability

OBJECTIVE OF THIS ROLE

This position is responsible for supporting the project delivery team, in-line with Cloncurry Shire Council's Project Management Framework and approved Procurement Policy, delivering efficient and transparent outcomes.



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KEY RESPONSIBILITIES IN THIS ROLE

The following outlines key responsibilities of the position, but is not all encompassing and subject to change at the discretion of Council:

Processes:

- Assist in the development of comprehensive and integrated procurement processes, tools and templates.
- Ensure Contracting and Procurement are undertaken in alignment with Council's policies and procedures and implement agreed strategies.
- Assist in the preparation of project estimates and tender / quotation quantities.
- Undertake Contract Claim assessments and monitor project costs against the agreed Contract values.
- Co-ordinate application submissions to various State and Federal bodies for external sources of funding; including preparation/collation of supporting documentation.
- Preparation of Contract documentation.
- Undertake monthly project cost reporting for various external funding sources.

Procedures:

- Co-ordinate and/or undertake ongoing reporting and acquittal requirements for various State and Federal funding sources.
- Assist in the development of a Procurement Framework to meet the Council's compliance requirements.
- Undertake project procurement activities in accordance with statutory and Council standards, policies and procedures.
- Responsible for preparation and issuance of requests for tender and quotation.
- Preparation of Project Reports for Council, including tender evaluation reports.

Leadership:

- Responsible for managing the procurement process to achieve predictable outcomes at the best value for Council and deliver predictable outcomes.
- Responsible for managing the tender / quotation process and leading the evaluation process.
- Proactive engagement with project managers and supervisors on upcoming or existing projects to ensure appropriate lead times on orders are considered.
- Assist with the QRA programme of works; including event activation, monthly reporting and costs, project delivery and communications.
- Provide procurement support to Council's Project Managers in project planning, project management and contract management activities.
- Provide ongoing support/training to new and existing staff on current systems, funding sources, policies and practices.

Optimisation:

- Facilitate the periodic review of existing contractual agreements and ensure that the supplier performance meets agreed standards and intervene in the event of non-performance.
- Analyse spending trends and patterns to maximise buying power of Council.
- Work with Council personnel, consultants, suppliers and contractors to ensure project procurement activities are delivered in compliance with the agreed requirements (contractual, safety and design standards).
- Ensure project procurement activities are delivered effectively and with whole of life value driven outcomes.
- Provide input into the development, implementation and review of Council policies.
- Other duties as reasonably requested within the scope of the position.



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ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

- Project Stages and Life Cycle – Basic application
- Project Performance & Risk Management – Basic application
- Project HSSE Management – Basic application
- Project Selection – Basic application
- Project Cost Estimating – Basic application
- Project Execution Planning – Basic application
- Project Information Management – Basic application
- Project Technical Definition and Design Delivery – Basic application
- Construction Management – Basic application
- Project Controls – Basic application
- Project Quality Management – Basic application
- Contract Management – Basic application
- Project Procurement – Skilful application
- Local Government Procurement (Local Government Regulations 2012 (Chapter 6)) – Skilful application

Competency Scale:

Level 1: Understanding | Level 2: Basic Application | Level 3: Skilful Application |

Level 4: Mastery | Level 5: Expert

KEY CHALLENGES

- Manage a variety of simultaneous projects whilst meeting challenges such as cost, quality and risk control.
- Manage diverse stakeholder groups with differing needs and expectations to deliver quality projects.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- Hold and maintain an unrestricted C class driver's licence.
- Construction White Card.
- Experience in a similar role in Local Government or civil construction industry.

Desirable:

- Tertiary or Vocational qualifications in Procurement / Business Administration and/or related qualification.

KEY SELECTION CRITERIA

- Demonstrated knowledge of procurement practices and tools.
- Experience of procurement activities for small to medium-sized capital projects in a complex, public facing environment.
- Experience in data analysis, tender processes and the Contract management life cycle.
- Understanding of the local government contract and tendering environment.
- Experience working with various contract resources, including architectural engineering, construction management, and construction personnel.
- Understanding of technical design and engineering drawings.
- High-level of verbal and written communications skills and the ability to communicate effectively with a wide range of people.
- Ability to work independently, under broad direction, cooperatively in a team environment whilst balancing competing priorities.



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ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Exercise a degree of autonomy.
- Prioritise and monitor workflow in areas of responsibility.
- Solutions to problems can generally be found in documented techniques, precedents, guidelines, or instructions.

WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council employees have an obligation to uphold workplace health and safety when working for the Council. Under Section 28 of the *Work Health and Safety Act 2011* ("Act") an employee shall:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above. Additionally, any specific workplace health and safety issues that pertain to the type of work being performed including due diligence as outlined under section 27 of the *Act*.

Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date