

Position Description – COORDINATOR PROJECTS & ASSETS

Shire of Donnybrook Balingup



GENERAL OVERVIEW:

Position Title/Number:	Coordinator Projects & Assets
Directorate/Division:	Operations – Project and Assets Team
Industrial Instrument:	Local Government Industry Award 2020(IA)
Classification/Banding:	Local Government Authority, Banding 3
Reports to:	Director Operations
Primary Location:	Administration Office Building – 1 Bentley Street, Donnybrook, WA 6239

OUR VISION:

“ A proud community enjoying our rural lifestyle, cultural heritage, and natural environment. ”

POSITION OVERVIEW:

To undertake, co-ordinate, manage and report on construction, refurbishment and maintenance projects and assets as assigned, with a strong focus on ensuring sustainability.
To work as an integral member of the team, providing technical and delivery support for other Shire staff across the organisation.
To provide excellent customer service to internal and external stakeholders.
To ensure the compliance and integrity of financial data and procurement processes relevant to the assigned duties.

POSITION OBJECTIVES:

Project Administration

- > In accordance with procurement policy, generate and respond to general purchasing requirements from staff, suppliers and contractors for assigned works.
- > Co-ordinate and facilitate finance related tasks for the procurement of goods and services for the project team including:
 - o Accurately develop and complete purchase requisitions.
 - o Forward requisitions to contractors and suppliers with accompanying documentation such as letters of agreement and acceptance, amendments to contract and invoicing requirements.
 - o On receipt of supplier tax invoices, match to relevant purchase order and forward to applicable staff member for checking, authorization and return.



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POSITION OBJECTIVES (Cont)

Project Administration (Cont)

- Undertake necessary processes to ensure the subsequent payment process and delivery KPIs are efficiently managed.
- Ensure purchasing procedures are followed as per Shire policy and practice.
- Liaise with external agencies to ensure compliance with Shire of Donnybrook Balingup's purchasing and procurement policy.
- > Support the preparation and review of finance related purchasing and procurement documentation, including for acquittals.
- > Provide technical expertise for all facets of delivery for assigned capital and maintenance works.
- > Assist directorate staff as required with technical and practical effort to ensure sustainable work practices and delivery outcomes for assigned tasks including transit parks, parks, gardens, drainage, roads, reserves, buildings and associated infrastructure.
- > Develop the Shires asset management plans and collaborate with stakeholders to ensure planned asset management meets requirements and forward estimates are accurate.
- > Assist with development of the Shires annual works plans and informing documents for the preparation and approval of budgets by Council.

Contract Administration

- > Preparation and development of quotation and tender documentation, including contract documentation in accordance with relevant standards and procurement and contract management framework.
- > Provide evaluation and documentation for award of quotations and contracts as per the Shires policies.
- > Actively manage contract performance and provide monthly progress reporting.
- > Work collaboratively with the WHS Officer to manage risk and safety for all workers engaged.
- > Provide assessment of claims, variations and contractor payment certificates.

Project Management

- > Communicate and engage with consultants, service providers, staff, (internal and external) stakeholders and contractors to coordinate procurement and ensure efficient communication and delivery of allocated works.
- > Project management of capital projects as required including (list not fixed and may vary according to project needs)
 - Project scoping and planning;
 - Scheduling meetings, minute taking and reporting;
 - Tracking and following up achievement of milestones.
 - Development of project budgets, timelines and identify resource needs.
 - Planning and tracking budgets and resource commitments.



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- Maintaining and updating the project status including developing comprehensive monthly reports on the project status for all stakeholders including Council.
- Maintaining issues and risk management with the accountable resource/stakeholders.
- Following up with responsible stakeholders on any outstanding actions from project meetings.
- Liaison with community groups/agencies/committees and other stakeholders.
- Liaison with project Superintendent (where appointed).

POSITION OBJECTIVES (cont.):

Customer Service

- > Deal promptly, empathetically, and efficiently with customers to meet their needs adhering to the Shire's Customer Service Charter.
- > Ensure a professional relationship is maintained with the public through the accurate and efficient provision of information and representation at public meetings as required.
- > Ensure that customer service (both internal and external) is a primary focus.

Work Health and Safety and Risk Management

- > Exercise Work Health and Safety responsibility as detailed in the WHS Procedure EXE/OP-7, plus any associated procedures and guidelines.
- > Actively engage with workers and Shire's WHS Officer to ensure safety risks are considered and meaningfully managed.

ORGANISATIONAL RELATIONSHIPS:

Responsible for:	Projects Officer (Assets & Sustainability)
Internal Relationships:	All Shire of Donnybrook Balingup employees
External Relationships:	Federal and State government agencies, other local governments, community groups, agencies, contractors, staff associations and organisations, private sector stakeholders, ratepayers, local residents, media, and general public.

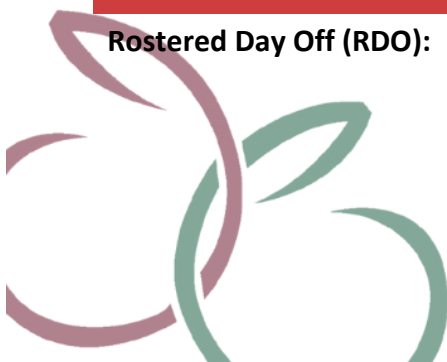
EXTENT OF AUTHORITY:

Under the direction of the Director Operations and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, predetermined budgetary limits and expenditure and in accordance with the statutory provisions of the *Local Government Act 1995* and other relevant legislation.

Delegated authority in accordance with the Delegations Register.

POSITION BENEFITS:

Rostered Day Off (RDO):	Yes	Vehicle:	No
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Mobile Telephone:	No – Allowance Only	Laptop/computer:	Yes
Gym Membership:	Yes	Wellbeing Program:	Yes

CORPORATE RESPONSIBILITIES:

Budget:	Council adopted
Code of Conduct:	All employees are responsible for adhering to the Shire’s Code of Conduct and the policies and procedures that support it.
Workplace Health and Safety (OH&S):	The Shire of Donnybrook Balingup is committed to ensuring the health and safety of its employees. All employees have responsibilities and accountabilities which are identified in Operational Procedure EXE/OP-7 Work Health and Safety Responsibilities.
Equal Opportunity:	Comply with the Shire’s EO requirements and provide, so far as practicable, an environment that is fair, equitable and free of harassment for staff and those we serve.

TRAINING MATRIX:

Training can be achieved through many different mediums, including previous experience, formal qualifications and education. The following programs are provided to you, and are compulsory, as a new employee of the Shire of Donnybrook Balingup:

Shire of Donnybrook Balingup Induction:	To be completed within one (1) week of commencement of employment as per contract.
Workplace Health and Safety (WHS) Induction:	To be completed within two (1) week of commencement of employment as per contract.
Records System Training:	To be completed within the first month of commencement of employment as per contract.
Corporate Software (Synergy) Training:	To be completed within the first month of commencement of employment as per contract.
Local Government Induction Training:	To be completed within the first month of commencement of employment as per contract. <i>(Not required for all positions)</i>

ANNUAL PERFORMANCE REVIEW:

At least once in every calendar year, an evaluation of the position holder’s performance will be conducted by the Supervisor. The annual review will include an assessment of achievement of the key duties, responsibilities, and key performance indicators (KPIs) and will be used to identify training and development needs.



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SELECTION CRITERIA:

Essential Requirements

- > Demonstrated project and contract administration skills and experience working in a capital projects environment.
- > Developed written and verbal communication skills including ICT applications relevant to the role (eg Microsoft Word, Excel).
- > Ability to work with minimum supervision and as part of a multi-disciplinary team.
- > Project Management Qualification
- > Current "C" class driver's licence

Desirable Experience and Qualifications

- > Local Government experience.
- > Sound understanding of asset management planning, sustainability, finance and reporting, and attend professional development as required to develop knowledge and innovation.

ACKNOWLEDGEMENTS:

The details contained in this position description are an accurate statement of the key duties and responsibilities and other requirements of this position and consideration has been given to any relevant KPIs and objectives.

Manager Name:

Signature:

Date:

I have noted the statement of the key duties and responsibilities and other requirements as noted in this position description. I also acknowledge that other duties, KPIs and objectives may be assigned to this position as required from time to time to meet the business needs of the organisation.

Position Holder

Name:

Signature:

Date:

