



WHITEHORSE CITY COUNCIL POSITION DESCRIPTION

Capital Works Program Officer

Classification: Band 6

Effective Date: September 2021

Reports to: Capital Works Program Coordinator

Tenure:

Goal Statement

The position will provide high-level administrative support in the development, administration and performance oversight of Council's Capital Works Program and undertake specific project related duties.

Key Responsibilities

Position Specific Responsibilities

Administer the Capital Works Program including the following tasks:

- Assist with the annual capital works nomination process;
- Assist with the development of draft Capital Works programs and budgets;
- Data collection associated with the establishment and maintenance of individual financial records for each project in Council's annual capital works program;
- Capitalise project expenditure at project completion as per Council's Capitalisation Policy;
- Provide regular updates on the capital works program project status to the Capital Works Program Coordinator as required
- Conduct and report midyear meetings with Department Managers and Project Managers to update end of year project forecasts for all projects;
- Assist with End of Financial Year processes and procedures including the preparation of a draft end of year Capital Works financial and delivery performance report for EMT;
- Undertake project management and design recharges on a regular basis over 12 months;
- Maintain and update linked capital project financial spreadsheets and reports;
- Assist with Major Project financial data collection and status reporting;
- Prepare monthly Capital Works Committee meeting financial and status reports, agenda and meeting minutes;
- Review and make recommendations on improvements to Capital Works policies, procedures and guidelines;
- Assist staff across the organisation with Capital Works queries and provide expert advice on capital works program and budget matters;
- Perform reconciliation and analysis of actual expenses against budgets;
- Prepare monthly Capital Works Finance Reports, including Major Projects, for Council including variance analysis;
- Complete capital grant acquittals at project completion in a timely manner,
- Complete Quarterly Performance Reports for the Project Delivery and Assets Department;
- Ensure all documents and correspondence created is stored appropriately in Council's Record Management System;
- Provide ad hoc reports and statistical summaries as required.

Complete project work as required, including but not limited to:

- Asset data related projects associated with the NAMAFA and AMCap Programs;
 - Assets and Capital Works Department office support;
 - Other defined project work as required from time to time.
- Deputise for the Capital Works Program Coordinator in his/her absence.
 - Gain an understanding of the operation of Council's asset management system (IPS) and be able to browse and extract appropriate data, as required, for work purposes;
 - Undertake continuous improvement activities.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Authority

Budget: The position is responsible for the preparation of accurate data and provision of reliable and timely information to the Capital Works Program Coordinator regarding the preparation, monitoring and reporting of performance against the adopted Capital Works Budget.

Staff Responsibility: Nil

Decision Making:

- The position is accountable for contributing to the effective and efficient administration of the Capital Works program.
- The position has the authority and freedom to act within relevant legislation and departmental standard procedures taking into account best practice for Capital Works. Freedom to act is governed by clear objectives and budgets with a regular reporting mechanism to ensure adherence to goals and objectives.
- The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. The work will involve improving and or developing methods and techniques based on previous experience.
- The Capital Works Program Officer fully briefs the Capital Works Program Coordinator on issues that have the potential to impact on operational matters within the incumbent's sphere of expertise. Guidance and advice are usually available but a high degree of autonomy to assess, capture, analyse and report data is expected.

Key Relationships

- The position will liaise with management and staff of other Council departments in relation to Capital Works matters.
- The position is required to maintain professional relationships with nominees, relevant agencies, service providers and suppliers.

Selection Criteria (Essential)

Qualifications/Certificates/Licences and Experience

- Relevant tertiary qualifications in accounting, financial management or project management.
- Knowledge/experience in a financial monitoring and the capacity to undertake detailed financial analysis in an accurate and reliable manner.
- Knowledge/experience in Asset Management.
- A valid Victorian driver's licence.

Technology

- Demonstrated knowledge/experience and proficiency in Microsoft applications, particularly Excel, Word and PowerPoint.
- Demonstrated knowledge/experience in financial management and contract management software, such as Computron, MagiQ, Open Windows.
- Experience and advanced skills in the design, maintenance and evaluation of data collection programs.

Other technical skills

- Working knowledge and understanding of budget development processes.
- Ability to undertake detailed financial reconciliations between General Ledger and Capital Works Programs.
- Well-developed numeracy skills.

- Excellent attention to detail.

Interpersonal

- Demonstrated ability to gain cooperation and assistance from management, peers and other employees in a timely and effective manner.
- Effective communication skills and demonstrated ability to discuss and resolve problems to ensure expected service levels, responsibilities and personal performance targets are met.
- Well-developed written communication skills to enable the preparation of correspondence and reports.
- Ability to analyse and report on data.
- Demonstrated experience in providing excellent customer service.

Leadership/management:

- Well-developed skills in time management, setting priorities and the planning and organising of own work to achieve desired outcomes, despite conflicting priorities.
- Ability to encourage staff and successfully develop and train relevant staff.
- Ability to understand the different functions of departments operating within the context of a large organisation.

Other Attributes (Desirable)

- Familiarity with Council services and procedures.

Notes and comments:

- The position includes inherent physical requirements. Please refer to the Physical and Functional Requirements Checklist for more information. Short listed candidates may be required to attend a pre-employment medical examination.
- The position may be required to attend out of hours meeting.
- The position may be required to work from different locations within the municipality.

Key Selection Criteria:

- Relevant tertiary qualifications in accounting, financial management or project management.
- Demonstrated knowledge/experience in financial monitoring and the capacity to undertake detailed financial analysis in an accurate and reliable manner.
- Demonstrated extensive experience and proficiency in Microsoft applications and financial and contract management software.
- Working knowledge and understanding of budget development processes.
- Demonstrated ability to gain cooperation and assistance from management, peers and other employees in a timely and effective manner.
- Well-developed skills in time management, setting priorities and the planning and organising of own work to achieve desired outcomes, despite conflicting priorities.

PHYSICAL REQUIREMENTS FOR POSITION

POSITION TITLE: Capital Works Program Officer

LOCATION/DEPARTMENT: Project Delivery and Assets

TASK DESCRIPTIONS

Task	Performed Often	Performed Sometimes	Never/Rarely Performed
Keyboard duties	✓		
Reading tasks	✓		
Writing tasks	✓		
Sitting (extended periods)	✓		
Walking/standing (briefly)	✓		
Walking/standing (extended)		✓	
Driving car/utility/truck	✓		
Lifting/carrying duties (light)		✓	
Lifting/carrying duties (heavy)			✓
Pushing/pulling tasks (light)			✓
Pushing/pulling tasks (heavy)			✓
Chopping/digging tasks			✓
Bending/kneeling requirements		✓	
Climbing stairs/ladders/scaffolds		✓	
Handling grease/oils			✓
Exposure to dust/dirt		✓	
Exposure to hazardous materials			✓
Exposure to noise		✓	
Repetitive arm/wrist/hand movements		✓	
Other (please specify)			