

WHITEHORSE CITY COUNCIL

Position description

Job title: Capital Works Program Officer	
Classification: Band 6	Effective Date: January 2025
Reports to: Capital Works Program Coordinator	Tenure: Permanent

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.



WHITEHORSE CITY COUNCIL

Position description

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

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 NMAF 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

General Staff

- 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.

Accountability and Extent of 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

Judgement and 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.

Specialist Knowledge and Skills

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.

Qualifications 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.

Interpersonal Skills

- 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.

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.

Management Skills

- 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.

Application Requirements

- Familiarity with Council services and procedures, desirable
- 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.
- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.
- A valid Victorian driver's licence.

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

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	Some site visits required	Seldom	
Hand/Arm Movement Tasks involve use of hand/arms	Office – Computer based work	Keyboard	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	Office – Computer based work		
Standing Tasks involve standing in an upright position	Frequent breaks encouraged	Exercise	
Reaching Tasks involve reaching above head, and above and equal to shoulder height	Office – Computer based work	Seldom	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	Office – Computer based work	Exercise	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	Office – Computer based work	Seldom	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body	Office – Computer based work	Seldom	
Keyboard Duties Tasks involve sitting at workstation and using computer.	Office – Computer based work	Often	
Satisfactory Vision Standard of vision required equal to that required for driver's licence	Office – Computer based work	Computer screens	

Any other relevant comments: