

Job title: Coordinator Building Projects	
Classification: SEO	Effective Date: June 2025
Reports to: Manager Project Delivery & Assets	Tenure: Fixed Term

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 to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer
Experience and
Service Delivery**



**Great
Organisational
Culture**



**Innovation
and Continuous
Improvement**



**Good Governance
and Integrity**



**Long Term
Financial
Sustainability**

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 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

- Contribute to positive community outcomes through efficient, effective, sustainable and compliant building projects.
- Co-ordinate, organise and project manage the timely scoping, design, tendering and construction of quality building projects in Council's Capital Works Program.

Key Responsibilities

Position Specific Responsibilities

General

- Lead the Building Projects team providing leadership, guidance and support to achieve an efficient and effective team that contributes to a positive workplace culture.
- Ensure the work practices and culture of the Project Delivery and Assets Department embrace and encourage adherence to relevant OHS and EO legislation and policies.
- Manage the successful performance of the team and encourage Council implementing best practice building and construction standards through continuous improvement and innovation.
- Continue to monitor building projects practices that ensure Council meets its regulatory requirements.

Building Projects

- Deliver quality building projects including the scoping and scheduling of design and construction programs, preparation of tender documentation, tender evaluation and award, contract administration, and post completion assessments.
- Establish and maintain adequate systems and controls to minimise risk and maximise occupational health and safety of all stakeholders associated with building projects.
- Ensure all building project designs comply with the relevant Building Acts, Building Regulations and National Construction Code.
- Ensure all building project designs incorporate environmentally sustainable design and specifications in line with Council's policy position.

Management

- Provide regular reports to the Manager Project Delivery and Assets on activities and performance to ensure adherence to annual programs and budgets.
- Prepare and monitor annual Capital Works budgets for Council buildings, including estimates, within the annual budget process.
- Provide specialist knowledge across the organisation for the on-going improvement of cost planning, contract administration & management and project delivery.
- Promote a culture of quality, industry best practice and customer focus across the entire team.

- Manage contractors and consultants engaged in design and construction of building projects.
- Ensure that all staff, contractors and consultants are aware of and meet their obligations in accordance with the Occupational Health & Safety Act, and other safety regulations and safe work practices.

Policy/Planning

- Contribute to the development and implementation of operational policy on building projects, construction planning, establishment of contract service levels and standards regarding the overall management of Council's building projects.
- Actively support internal collaboration and external stakeholder engagement to develop building project designs that meet community expectations.
- Develop, implement, monitor and assess building projects on Council's ten-year Capital Works Program, including cost estimation and budgeting and staff resourcing levels.
- Actively participate in the development of improved project management practices, processes and procedures to enable customer focused outcomes.
- Maintain awareness of the latest technology developments and legislation changes in relation to building and construction, particularly those which may enhance or impact upon the delivery of Council buildings.

Corporate Responsibilities

- Ensure adherence to all Corporate Policies, Procedures and the Organisational Goals and Values Principles in the current Whitehorse City Council Collective Agreement by all staff under supervision.
- Ensure the organisation is aware of and compliant with relevant statutes and legislation.
- Identify and develop changes to policy and procedure in areas of responsibility.
- Ensure that risk management principles are adopted in all decision-making processes within the team.
- Undertake identification, reporting and resolution of risk management activities (including that staff are appropriately trained) and ensure that all relevant operating procedures provide for a safe working environment.
- Apply sound financial management techniques to team budget processes.
- Provide equitable and sound supervision of staff, (including ensuring appropriate training, development and motivation) to ensure that team KRA's are met and contribute to the strategic objectives of the team.
- Ensure appropriate care and use of assets and equipment.
- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety

Accountability and extent of authority

General: The Co-ordinator Building Projects is directly accountable to the Manager Project Delivery and Assets for providing efficient and effective overall management of Council's building and facilities maintenance activities. They are required to maintain currency of information regarding legislative requirements related to facilities maintenance management.

Budget: Develop and manage project costs in accordance with project budgets and Council's ten-year Capital Works Program.

Staff responsibility: Management of Building Projects staff. Contract management of external contractors and consultants to ensure delivery of project outcomes.

Judgement and decision making

- Required to draw upon relevant training/experience to evaluate and determine appropriate methods and procedures to resolve building projects problems and issues.
- Required to exercise sound judgement and problem-solving skills in the selection of the most effective methods or processes within budget & time constraints.
- Required to prioritise works & allocation of works to in-house staff as well as external contractors and consultants.

Specialist knowledge and skills

Technology:

- Proficiency in the application of the Microsoft Suite of applications, particularly Excel and Project and budgeting software is essential. Use of project management software, Content Manager, AutoCAD, PMO 365 and GIS is desirable.

Other technical skills and experience:

- High level of technical knowledge and experience with building design and construction, contract management, and negotiation skills.

Management skills

- Well-developed conceptual and analytical skills and ability to interpret and develop design briefs, construction drawings and contracts.
- Budget and financial management skills.
- Demonstrated ability to set priorities, plan, coordinate resources and manage time effectively to achieve objectives within agreed time frames and project deadlines.

Inter-personal skills

- Sound written and oral communication skills and demonstrated successful people management experience including ability to liaise, persuade and negotiate at all levels.

- Ability to resolve conflict situations with community stakeholders and contractors in a professional, courteous and respectful manner.

Qualifications and experience

- A tertiary qualification in architecture, building design, building project management or equivalent.
- High level technical knowledge and extensive experience in building project management and design.
- Knowledge & high level of understanding of the National Construction Code, the Disability Discrimination Act and Equitable Access Regulations.
- A valid driver's licence.
- Satisfactory National Criminal History Check.

Other skills and attributes

- Attention to detail.
- Ability to work independently and as part of a team.
- Excellent customer service skills.
- On occasion, and by pre-arrangement, the incumbent may be required to attend meetings that occur outside standard hours of work.
- This position may require work to be performed at different work locations relevant to organisational requirement.
- The employee may be directed to carry out duties within the limit of their skills, competence and training, provide that such duties are reasonable and do not promote the narrowing of their skill base or opportunity for development.

Key Selection Criteria

1. A tertiary qualification in architecture, building design, building project management or equivalent.
2. High level technical knowledge and extensive experience in building project management and design.
3. Demonstrated experience in contract management and project administration.
4. Sound written and oral communication skills and demonstrated successful people management experience including ability to liaise, persuade and negotiate at all levels.
5. Demonstrated ability to set priorities, plan, coordinate resources and manage time effectively to achieve objectives within agreed time frames and project deadlines.
6. Budget and financial management skills.
7. Demonstrates organisational values and behaviours.

Physical and Functional Requirements

PHYSICAL FUNCTIONAL DEMANDS (POSTURE AND MANUAL HANDLING)

Manual Handling Demand	Specific Tasks	Frequency/Duration of performance of task per day	Assessor: Can candidate perform demand (Y/P/N)?	Comments
Standing Tasks involve standing in an upright position.	<ul style="list-style-type: none"> Meeting with Council officers. Including review, display and sorting of documents 	Occasional		
Squatting Tasks involve bending at the knees and ankles, full squat and semi squat posture.	<ul style="list-style-type: none"> General tidying of area Accessing cupboards 	Sometimes performed Sometimes performed		
Kneeling Tasks involve bending at the knees and ankles.	<ul style="list-style-type: none"> General tidying of area Accessing cupboards 	Sometimes performed Sometimes performed		
Walking Tasks involve walking on even/uneven surfaces. Tasks involve walking up/down steep inclines.	<ul style="list-style-type: none"> Regular short distances < 50m, Trolley used when appropriate to aid in manual handling 	Sometimes performed		
Lifting (Floor to waist) Tasks involve raising, lowering or transferring objects ($\leq 9\text{kg}$) from one position to another, using the hands.	<ul style="list-style-type: none"> Collecting, returning hard copy files Short distances, stable load < 5kg 	Sometimes performed		
Lifting (Between waist and shoulder) Tasks involve raising, lowering or transferring objects ($\leq 9\text{kg}$) from one position to another, using the hands.	<ul style="list-style-type: none"> Collecting, returning hard copy files Short distances, stable load < 5kg 	Sometimes performed		
Reaching forward Tasks involve forward reaching with the arms extended.	<ul style="list-style-type: none"> General tidying of area Accessing cupboards 	Occasional Once per day		
Pushing/Pulling Tasks involve pushing objects away from the body or pulling objects towards the body (also includes striking or jerking).	<ul style="list-style-type: none"> Movement of objects, documents and other equipment at workstation 	Occasional		
Hand/arm dexterity Tasks involve use of hands and arms like wrist and/or elbow	<ul style="list-style-type: none"> Photocopying of documents 	Daily, intervals across 7.6 hours		

Manual Handling Demand	Specific Tasks	Frequency/Duration of performance of task per day	Assessor: Can candidate perform demand (Y/P/N)?	Comments
flexion and extension (i.e. typing, stacking).	<ul style="list-style-type: none"> Using the telephone Preparation of correspondence 	Up to 7.6 hours a day, head set offered, supplied phone headsets recommended Occasional		
Handwriting Tasks that require the production of written material to record or communicate information.	<ul style="list-style-type: none"> Note taking in meetings 	Occasional		
Keyboard duties Task involve sitting at workstation and using computer.	<ul style="list-style-type: none"> Data Entry, emails, Phone interaction, reports, correspondence etc 	Daily, intervals across 7.6 hours		

COGNITIVE AND PSYCHOSOCIAL DEMANDS

Psychological Demand	Required to perform roles and responsibilities of the job? (Tick appropriate option)				Assessor: Can candidate perform demand (Y/P/N)?	Comments
	Unlikely	Possible	Occasionally	Regularly		
Adaptability and flexibility Ability to work effectively in the midst of change or rigid constraints. Adapts to changing needs, conditions and work responsibilities.				✓		
Decision making The ability to work effectively when analysing problems, organising information, resolving				✓		

Psychological Demand	Required to perform roles and responsibilities of the job? (Tick appropriate option)				Assessor: Can candidate perform demand (Y/P/N)?	Comments
	Unlikely	Possible	Occasionally	Regularly		
issues or generating solutions.						
Degree of Self-Supervision The ability to work effectively without supervision.				✓		
Exposure to Confrontational Situations Ability to work effectively when confronted by an individual or encountering confrontational situations requiring the employee to take action.			✓			
Problem Solving and Analysis The ability to work effectively at solving problems and analysing situations and information.				✓		

PHYSICAL FUNCTIONAL DEMANDS (SENSORY)

Sensory Demand	Required to perform roles and responsibilities of the job?			Assessor: Can candidate perform demand (Y/P/N)?	Comments
	Always	Often	Never		
Vision Tasks involve use of eyes as an integral part of task performance e.g. looking at computer screen, keyboard, etc., peripheral vision.	Necessary in order to effectively and safely perform roles and responsibilities.				
Hearing Use of hearing is an integral part of work performance e.g. telephone enquiries.	Necessary in order to effectively and safely perform roles and responsibilities.				
Smell Tasks involve the use of smell as an integral part of the task performance e.g. working with chemicals.			Needed in some instances to effectively and safely perform roles and responsibilities.		
Touch Tasks involve the use of touch integral to task performance.	Necessary in order to effectively and safely perform roles and responsibilities.				

Mandatory Personal Protective Equipment:

- Safety vest, safety boots and hard hat required for construction sites and supplied to the incumbent.

Any other relevant comments: