

<b>Job title:</b> Project Officer- Major Projects	
<b>Classification:</b> Band 6	<b>Effective Date:</b> June 2024
<b>Reports to:</b> Coordinator Major Projects	<b>Tenure:</b> Temporary

### 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.



### 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

To provide high quality administrative and project support to the Major Projects Department.

## Key Responsibilities

### *Position Specific Responsibilities*

- To assist the Major Projects team in the delivery of Department projects.
- Assist the Major Projects team in the delivery of Box Hill Oval redevelopment.
- Assist the Major Projects team in various project phases of other projects, including feasibility studies, business case development and concept designs.
- Meet regularly with the project teams to understand the specific needs of each project and determine where assistance is needed. Assistance may be in, closing out project defects, finalising the delivery of project scope items not yet procured, preparing project decisions for Project Control Group consideration, preparing PCG reports, preparation of presentations for stakeholders, following up with subcontractors or material suppliers to ensure the proper documents are received; and other needs as required.
- Setting up, monitoring, updating and taking ownership of document management process on HPE Content Manager.
- Review each project from start to finish and become familiar with the unique and regular aspects of the project. Understand the invoice/payment cycle and assist in tracking, coordinating and ensuring timely payments and in accordance with the SOP Act.
- Interface with contractors, consultants and subcontractors to ensure contracts, insurance details and company information are up to date.
- Assistance with the preparation of specification and tender documents for contracts.
- Set up meetings, attend project and team meetings, take minutes and distribute.
- Liaise with the Strategic Communications and Customer Service Department to update and maintain project websites.
- Review vendor contracts, company information and purchase orders and ensure completeness of documents and file to comply with Council requirements.
- Liaise with project managers (PM's) to ensure the correct allocation of capital costs, raise/track and seek approval of purchase orders (PO's) for contractors.
- Assist PM's track project funding and maintain accurate financial records for projects and ensure they align with Procurement and MAGIQ software.

- Ensure accurate finances are maintained for the closing off End of Year Account including the calculation of accruals based on sound methodology.
- Ensure approval of weekly/monthly invoices for payments as per contractual agreements and non-contract payments during the middle and end of the month.
- Ensure accountability in relation to policies and procedures in particular the Procurement Policy and be the primary contact for all accounts payable enquiries/invoices received for all major projects.
- Assist in preparation of financial reports as required on project progress.
- Maintain adequate records, documents and correspondence to build a complete audit trail for each capital project undertaken i.e. as built documentation, signing off defects etc.
- Provide administrative support to assist the tendering and tender bid evaluation process.
- Assist in tracking, answering and document management of Contractor RFIs.
- Assist in preparing documentation for contractor progress payments, variation assessments and approvals.

#### *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.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety.

#### **Authority**

Budget: Nil.

- Ability to monitor budgets and prepare tenders, estimates & quotations.

Staff responsibility: Nil.

- Ability to provide on the job supervision for project contractors and supervise external contractors.

#### Decision Making:

- The position will require problem solving skills and the ability exercise discretion in the application of the established standards and procedures.
- Ability to select appropriate methods & processes to solve problems using technical knowledge and experience.
- Ability to prioritise works & allocate to in-house staff, external contractors & consultants as appropriate.

### Key Relationships

- Reports to the Coordinator and liaises with Department staff, Council staff, service providers, contractors, suppliers, community groups and customers.
- Liaises closely with management & staff at all levels up to and including Director level.

### Skills and Attributes

#### Qualifications/Certificates/Licences and Experience

- Tertiary qualified with relevant Degree or Diploma in engineering, architecture, project management or similar.
- Experience in project management and delivery and tasks necessary for the effective administration of projects and issues resolution.
- Knowledge and/or experience with building project environments.
- Experience in project risk identification and management.

#### Technology

- Experience and proficiency in Microsoft Office packages, including Word, Excel, Records Manager, Pathways and various purchasing and administration software.

#### Interpersonal

- Good oral and written communication skills and excellent telephone manner.
- Be able to resolve job specific problems and gain cooperation and assistance from staff, members of the public and customers in the administration of well-defined activities.
- Maintain open and frequent communication with the Major Projects team to ensure priorities are set and expectations are clear.
- Ability to resolve issues with customers & contractors in a professional & courteous manner.

#### Leadership/management

- Cooperate with other staff and gain assistance where required.

### **Other Attributes**

- Skills in managing time and organising and planning own work.
- Ability to plan & organise own work and set priorities.
- Ability to work successfully in a team as well as independently with minimal supervision.

### **Key Selection Criteria**

- Tertiary qualified with relevant Degree or Diploma in engineering, architecture, project management or similar.
- Proven experience in Project Management and ability to work autonomously and in a timely manner to resolve project issues.
- Skills in time management, setting priorities, planning and organising.
- Ability to identify project risks and management of risks.
- Proficiency in MS Office suite of applications, particularly Excel and MS Project are essential.
- Ability to read and understand construction contracts, specifications and drawings and adhere to contractual processes to manage construction.
- Proficient in gathering information, writing reports, project decisions, letters, contract instructions and other written communication to progress projects.
- Ability to gain cooperation and assistance from clients, members of the public and other staff members.

## Physical Requirements

**POSITION TITLE:** Project Administrator

**LOCATION/DEPARTMENT:** Whitehorse Civic Centre / Major Projects

### 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	✓		