

POSITION DESCRIPTION

| | |
|---|---------------------------------------|
| POSITION | POSITION NUMBER |
| Coordinator Infrastructure Delivery | 1086 |
| CLASSIFICATION | ANZSCO CODE |
| Band 8 | 2 |
| DEPARTMENT | DIVISION |
| Infrastructure | Infrastructure and Environment |
| AGREEMENT | LOCATION |
| Ballarat City Council Enterprise Agreement No. 8, 2019 | The Phoenix |

Position Objectives

- To ensure that works and services provided to Council by in-house agreement or external contract conform to tender specifications, tender bids and all contractual requirements and produce the best results for Council.
- To assist in the preparation of service specifications, performance measures, in-house agreements, and external contracts to optimise Council's service provision.
- To provide leadership and operational support to the unit to enable it to function effectively.
- To co-ordinate the activities of the Contract Administration Unit to facilitate its efficient operation.
- To support and provide leadership to the Land Development Officer in the surveillance of construction for private subdivisions and development works to ensure that all works are undertaken in conformance with approved plans and specifications.

Key Responsibility Areas

- Prepare reports and provide detailed ongoing information regarding contract compliance, progress and performance to Council and Management.
- Liaise and negotiate with in house service providers and contractors to ensure continuity of service while achieving contractual objectives and developing positive partnerships.
- Co-ordinate and manage the contract and specification review process to maximise outcomes that respond to the changing needs and expectations of Council and the Community.
- Make recommendations to Council and Senior Management regarding all contractual variations, initiate and prepare supporting documentation, arrange appropriate correspondence, and maintain comprehensive records. Co-ordinate all aspects of the delivery of projects post Tender award to ensure the successful implementation of contractual arrangements on behalf of Council.
- Develop and prepare all necessary Contractor Management documentation in accordance with Council's policies and procedures, while maintaining probity, protocol and standards of accountability required of local government.
- To co-ordinate the activities of the Infrastructure Delivery Unit.
- On behalf of the unit, ensure timelines for monitoring reports, contract documentation, variations, and other associated correspondence are adhered to.
- Provide support and assistance to Contract Administration staff and the Land Development Officer.
- To ensure provision of advice on Contract and or Tender matters to other Section staff with the specific aim of promoting contractual improvement of service delivery.
- To support staff in their continued development and learning
- Ensure that the construction of capital works projects are being undertaken in conformance with approved plans and specifications.
- Always ensure that adherence to high quality public relations in communications and dealings with Ratepayers, Contractors, Developers, the General Public and Government Departments and other Authorities.
- Make sure the assessment and administration of planning permits, including issuing Certification of Plans of Subdivision, Statements of Compliance, receiving and refunding of Bonds and Fees are carried out to appropriate procedures and timeframes.

POSITION DESCRIPTION

| | |
|--|---|
| REPORTS TO: Executive Manager Infrastructure | DIRECT REPORTS: Contract Administrators (2) |
| ORGANISATIONAL RELATIONSHIPS | |
| Internal: <ul style="list-style-type: none"> Infrastructure and Environment Other Council Staff | External: <ul style="list-style-type: none"> Contractors Utility providers Service users Public Government Departments and Agencies Other Municipalities Ratepayers Developers |

Accountability and Extent of Authority

- Accountable for objective interpretation of contractual requirements.
- Accountable for monitoring, evaluation and reporting of contract performance to ensure compliance with contractual obligations.
- Accountable for verifying the accuracy of claims submitted by in-house units and contractors and verify the quality and quantity of work performed.
- Authority within the limits specified in Council's Instrument of Delegation.
- Assist Council's long term strategic direction by providing specialist input in policy development and process improvements.
- Accountable for the supervision of subdivision and development projects to ensure compliance with approved design and specifications.

Judgement and Decision Making

- Exercise impartiality and fairness in negotiating with stakeholders.
- Utilise professional judgement to identify and formulate policy options for consideration by Manager Infrastructure Delivery.
- Utilise professional judgement and experience to contribute to timely decision making in association with other senior technical staff throughout council and/or appropriate counterparts in other organisations.
- Exercise delegated authority under relevant legislation.

Specialist Skills and Knowledge

- Sound understanding of general contracting processes and practices.
- Understanding of the legal and technical aspects of tender specifications and contracts for a range of services.
- Ability to gather, collate and interpret statistical data, performance indicators and survey information.
- An understanding of materials, practices and processes employed during the conduct of civil contract works.
- Comprehensive understanding of Statutes, Regulations, Acts, Codes, Council Policies and Procedures relevant to the City Infrastructure Division generally.
- Demonstrated proficiency in the operation of computer packages relevant to contract management.
- Extensive experience in Occupational Health and Safety in relation to civil construction.

POSITION DESCRIPTION

Management Skills

- Demonstrated ability to organise and prioritise the work and to achieve organisational objectives within scheduled timetables.
- Engender a team-based work culture, which focuses on outcomes through empowerment.
- Understanding of the principles and practices of budgeting and relevant accounting and financial procedures.
- Understanding of and ability to implement Council's Employee Services Policies and Procedures particularly in relation to occupational Health and Safety and Anti-discrimination, Harassment and Workplace Bullying Policies.
- Develop, implement, and regularly monitor in consultation with team members individual performance objectives, skill acquisition and personal development plans in accordance with Council's Performance Management System and within its time frames.

Interpersonal Skills

- Demonstrated ability to consult with customers, ratepayers, councillors, and authorities in relation to Civil Construction issues.
- Ability to resolve technical or organisational problems by gaining cooperation of other senior technical staff within the City of Ballarat or appropriate counterparts in other organisations.
- Engender a team-based work culture, which focuses on outcomes through empowerment of staff to undertake roles and functions.
- Understanding of and ability to implement appropriate conflict resolution processes.
- Ability to prepare detailed reports to management and Council.
- Ability to verbally communicate with a range of internal and external customers.

Qualifications and Experience

- Experience in coordinating the functions of a team-based Business Unit in the Contract Management field.
- Sound understanding and relevant experience in general contracting processes and practices.
- Extensive experience in the preparation or use of contract specification documentation and an understanding of the contract management process.
- Extensive experience in the management or undertaking of a variety of service contracts.
- Extensive experience in Occupational Health and Safety in relation to civil construction.

SELECTION CRITERIA

- Qualifications and experience as listed above.
- A tertiary degree or diploma in Civil Engineering recognised by the Institute of Engineers of Australia or alternatively be able to demonstrate extensive experience and sound knowledge in the field of infrastructure delivery/contract administration.
- Excellent written and verbal communication skills.
- Competent financial reporting and time management skills.
- Extensive experience in contract administration.
- Sound knowledge of tender specifications, tender bids, and contract monitoring.
- Highly developed interpersonal skills and team orientation.
- Ability to use computerised management information systems.

The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our

POSITION DESCRIPTION

employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.

ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

| | | |
|-------|------------|-------|
| Name: | Signature: | Date: |
|-------|------------|-------|