

# POSITION DESCRIPTION

<b>POSITION</b>	<b>POSITION NUMBER</b>
Facility Management Project Officer	7435a
<b>CLASSIFICATION</b>	<b>ANZSCO CODE</b>
Band 6	511112
<b>DEPARTMENT</b>	<b>DIVISION</b>
Property & Facilities Management	Infrastructure and Environment
<b>AGREEMENT</b>	<b>LOCATION</b>
Ballarat City Council Enterprise Agreement No. 8, 2019	Phoenix Building

## Position Objectives

- The position plays a key role in contributing to the success of the Facilities Management Unit.
- The incumbent will be part of the Facilities Management Team, and as such will work closely with all team members to ensure the successful planning and delivery of facility renewal capital projects.
- The role is responsible for coordinating the delivery of a range of projects including but not limited to the Facilities Management Capital Works Program.
- As a Project Officer you will be required to supplement the team in overseeing execution of these projects and to effectively manage relationships with key stakeholders throughout the execution of the projects.

## Key Responsibility Areas

- The creation and coordination of project documentation to enable contractors to be engaged to complete the works.
- Work with and support the team to ensure stakeholder engagement.
- Assist with identification of the risks inherent with projects and the establishment of suitable mitigation strategies for the City of Ballarat.
- The review of project plans/specifications from other departments within the City of Ballarat with the purpose of recommending improvement/efficiencies to the design and construction materials.
- Assist with the preparation of reports for Council meetings.
- Assist with the preparation of applications for approvals from statutory bodies, or for external funding bodies, e.g. Heritage grants.
- Constructively participate in team meetings as required.
- Work with and support the team to continuously improve the departments' project management processes.
- Preparing communications plans for projects.
- Accurately maintain and update all relevant project management documentation within agreed timeframes.

### *Specific to Project Management:*

#### Project Initiation Phase

- Develop project ideas in conjunction with the Facility Management Team.
- Prioritise works and prepare relevant project management documentation.
- Assist with the setting of the project budget.

# POSITION DESCRIPTION

## Project Planning Phase

- Develop project documentation including:
  - Permit applications including, heritage, planning and building,
  - OHS and DDA compliance,
  - Project charters, budgets, programs, specifications, timing and communication plans etc.
  - Scope of works for consultants for fee proposals,
- Assist the team with the procurement process, including the development of tender documents and awarding of contracts in Nimblex.
- Initiate contact with relevant user groups.

## Project Execution Phase

- Engage contractors including, on-site induction meetings, review of SWMS's and issuances of permits to work.
- Administer project management documentation.
- Recording of project works in the City of Ballarat's Asset Management System (Confirm).
- Confirm project budget allocations.
- Ensure OHS requirements are addressed.
- Administration of financial processes (including raising purchase orders and matching invoices for payment) where delegated.

## Project Monitoring Phase

- Undertake site inspections to ensure effective project oversight and control.
- Communication with relevant user groups and stakeholders.
- Administer project management documentation.
- Track and adjust project budgets as required and within delegation.
- Ensure OHS requirements are addressed.

## Project Completion Phase

- Assist with the management of final inspections.
- Assist with the management of handover process.
- Review contractor performance.
- Reconcile project budgets.
- Finalise project management documentation.

From a Health & Safety perspective the City of Ballarat requires the following:

### *All Employees and Volunteers*

- Report hazards, incidents, injuries and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system,
- Participate constructively in all forums set up to investigate, improve or communicate safety.

# POSITION DESCRIPTION

REPORTS TO:	DIRECT REPORTS:
Coordinator Projects	NIL
ORGANISATIONAL RELATIONSHIPS	
Internal: Executive Manager Property & Facilities Coordinator Facilities Coordinator Property Property & Facilities Staff Staff of other Business Units	External: Clients Contractors Developers Consultants Funding Bodies and Government Departments General Public

## Accountability and Extent of Authority

- The Officer will be required to deliver projects and undertake tasks in accordance with budget allocations.
- Authority in accordance with the instructions and delegation from the Coordinator.
- Develop and manage a working project plan in conjunction with the Facilities Management Team.
- Assist with the management of internal and external stakeholders in the successful implementation of projects within the City of Ballarat's capital renewal budget.
- Develop collaborative working relationships with other agencies and services through the implementation of the capital works program.
- The accurate production of high-quality documents, reports and correspondence, utilising a wide range of Windows based applications, within agreed timeframes.
- Maintain confidentiality of all relevant documents and activities.

## Judgement and Decision Making

- Considerable autonomy in decision making within approved project documentation and within delegation from the Coordinator.
- Development of specifications / tender documentation and assessment of quotes and tenders requires keen attention to detail and sound judgement.
- Required to apply analytical reasoning to solve problems and recommend and implement solutions.
- Ability to be responsive in relation to changing needs and operate with minimal supervision,
- Ability to exercise independence in day-to-day decision making and problem solving.
- Utilise discretion and judgement to maintain confidentiality in all dealings with clients or members of the public.
- Utilise judgement to prioritise daily routine functions along with project demands to achieve work targets.
- Ensure all processes and procedures relating to the management of projects and tasks are undertaken appropriately.

## Specialist Skills and Knowledge

- Good knowledge and experience with the application of project management principles and procedures.
- Experience in preparing detailed project documentation supporting delivery of building construction works.
- Experience in preparing permit applications (i.e., planning, building and heritage).
- Ability to develop and apply project tools eg project management plans
- Understanding of financial, reputational and legal risk in the delivery of projects involving multiple stakeholders.
- Understanding and knowledge of government grant processes.

# POSITION DESCRIPTION

- Capacity to properly document and report meetings,
- Ability to present concepts, specifications and plans in meetings and public forums.
- Proficient computer skills (MS suite).

## Management Skills

- Ability to effectively plan and prioritise project activities to be achieved within a set timeframe.
- Ability to use initiative in dealing with multiple/conflicting demands under minimal supervision.
- Ability to liaise with a broad range of personnel to achieve daily objectives.
- Ability to develop the use of filing and database systems and contribute to a continuous improvement in service provision.

## Interpersonal Skills

- Ability to engage and work collaboratively with contractors, local community, stakeholders and colleagues. Demonstrated ability to resolve conflicts.
- Excellent oral and written communication skills.
- Excellent negotiation skills to achieve desired results when responding to enquiries and request from internal and external customers and capacity to empower community groups to take responsibility for agreed actions.
- Excellent interpersonal skills in presenting an enthusiastic, courteous and approachable manner to staff/clients at all times.
- Ability to display sensitivity in dealing with personal issues.
- Ability to maintain discretion in all dealings with confidential issues.

## Qualifications and Experience

- Relevant tertiary qualifications with relevant experience in commercial building and project delivery or lesser formal qualifications with substantial experience.
- Experience in project management including supervision of building construction.
- Experience in conducting and reporting building defect inspections.
- Some prior involvement in delivering building capital renewal projects whilst maintaining operational status of buildings.
- Experience in local government systems would be preferred.

## SELECTION CRITERIA

- Demonstrated qualifications and/or experience as listed above,
- Demonstrated ability to champion, model and promote the corporate values,
- A proven record of being able to; manage time, set priorities, meet deadlines and work independently within established guidelines,
- A proven capacity to manage high profile and complex projects,
- Well-developed interpersonal communication and negotiation skills.
- Demonstrated ability to manage government grants and associated processes supporting expenditure of public funds.
- Knowledge of Asset Management principles and practices, particularly relating to building assets, would be an advantage.
- Knowledge and understanding of health and safety issues relevant to work activities and work area.

*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*

# POSITION DESCRIPTION

*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 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:
-------	------------	-------