

# Coordinator Project Office

<b>Position Number</b>	1052
<b>Directorate</b>	Infrastructure
<b>Service Unit/Department</b>	Project Office/Assets and Engineering
<b>Location</b>	Civic Centre, Roberts Avenue, Horsham
<b>Position Classification</b>	Band 7 (negotiable)
<b>Position Appointment</b>	Permanent Full-time
<b>Enterprise Agreement</b>	Horsham Rural City Council Enterprise Agreement Number Ten, 2022-2025
<b>Reports to</b>	Manager Assets and Engineering
<b>Supervises</b>	Project Managers

## Organisation Values - **FAIR**

**Flexibility**  
We are adaptable to changing circumstances

**Accountability**  
We are responsible for our behaviour and actions

**Integrity**  
We are ethical, transparent and honest in our conduct

**Respect**  
We value diversity and appreciate others and will not tolerate sexual or others forms of harassment

## 1. Position Objectives

Responsible for coordination of the Project Office Unit together with a range of assigned projects, with emphasis on implementation, contract management, communication, regulatory requirements and timeliness of specific outcome delivery. Two key parts of this role are implementation of the Project Management Framework across all Council projects, and oversight of the delivery of all capital works projects across Council. A focus of the Project Office is the enhancement of public facilities such as Council buildings, sports grounds and recreation areas, often involving delivery of projects initially developed by other Council groups and departments.

## 2. Key Responsibility Areas

- Under direction of the Manager Assets and Engineering champion the implementation of Council's project management framework across the organisation, including undertaking post-implementation reviews and reporting on projects to support a continuous improvement approach.
- Plan the delivery of the capital works program across the organisation, and liaise with Project Managers in all areas to ensure adequate resourcing of project delivery.
- Coordinate and ensure the implementation or construction of projects when fully funded, this includes the preparation of tenders, requests for quotations, permit applications and other regulatory requirements, project and contract management, contract payment claims and other required documentation required to deliver projects
- Manage the implementation of activities in accordance with all human resource, budgetary, OH&S, traffic management, environmental, legislative, statutory and relevant service authority standards. Provide guidance, advice and leadership in the coordination and execution of programs and activities.
- Support the Manager Assets and Engineering in the development of budgets and project estimates, and monitor expenditure on works programs and provide information, as required on delivery of the capital works program
- Actively consult and engage with project sponsors and stakeholders throughout the project life-cycle, these may include internal Council groups and individuals and/or during delivery external community groups and members of the public.
- Ensure compliance with all financial and regulatory requirements associated with any project.
- Meet regularly with Project Officers, receive feedback, monitor performance and consider reports on operations.
- Implement human resource processes for Project Officers, including annual reviews, training needs, discipline, performance issues, etc.
- Support the collection of data by staff, as required by assets personnel, to ensure that asset management data systems reflect the actual condition of assets.
- Report, as required, to Council, management and others, including the provision of information on project progress, variations and changes of scope, or other current or emerging project issues.

- Represent the Project Team in relevant internal and external meetings and promote the operations and activities of the team.
- Provide verbal and written reports to Manager Assets and Engineering, as necessary.

Note: In accordance with award provisions, Council may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skills base.

### **3. Accountability and extent of Authority, Judgement and Decision Making**

- Responsible to the Manager Assets and Engineering for the satisfactory completion of duties within the set time schedule; to the appropriate standard and in a safe and efficient manner in accordance with the Occupational Health & Safety Act, regulations and requirements and Council policies which apply. Guidance and advice are usually available with regard to any matter.
- Freedom to act is governed by policies, objectives and budgets with regular reporting to the Manager Assets and Engineering to ensure achievement of goals and objectives. Decisions and actions taken may have a significant effect on the programs or projects being managed or on the public perception of the wider organisation. Guidance and advice is usually (but not always) available with regard to any matter.
- The nature of the work is often specialised and methods, procedures and processes are generally developed from theory or precedent. The application of these established techniques to new situations, and the need to recognise when these established techniques are not appropriate, will influence how problems are solved.

### **4. Skills and Knowledge**

- Knowledge and understanding of building construction in relation to Australian Standards, Codes of Practice, Government Policy, relevant legislation, and best practice.
- An understanding is required of long term HRCC goals, values and aspirations and of the legal and political context in which the HRCC operates.
- Knowledge of the principles and practices of budgeting and relevant accounting and financial procedures is required, together with familiarity of their application.

## 5. Management and Administrative skills

- Ability to manage time, set priorities and plan and organise one's own work, and where appropriate that of other employees, so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
- Understanding of personnel policies and practices and the ability to implement relevant aspects, including:
  - awards;
  - equal opportunity and occupational health and safety policies;
  - recruitment and selection procedures and techniques ;
  - position descriptions;
  - employee development schemes and long term staffing strategies;
- Excellent computer skills, especially administrative, project management and financial applications including Microsoft Word, Excel and Project.
- Excellent public relations skills and the ability to negotiate, discuss and solve disputes and problems in a professional and constructive manner.
- Excellent administrative skills with the ability to produce effective written documentation.

## 6. Interpersonal skills

- Excellent oral and written English skills.
- Excellent personal presentation and the ability to deal courteously and efficiently with the public, counterparts in other organisations to discuss and resolve specialist problems, and with other employees within the organisation to resolve intra-organisational issues.
- Excellent leadership and supervisory skills encompassing the ability to motivate and develop employees, work co-operatively with others and discuss and resolve issues in a positive and constructive manner.

## 7. Qualifications and Experience (Selection Criteria)

1. Achieved a bachelor's degree in civil engineering and qualified for professional civil engineering registration.
2. Possess a minimum of 7 years of civil engineering experience, demonstrating expertise in contract management, specification writing, and a successful track record of delivering projects valued between \$500k to \$10M from inception to completion.
3. Proficient in coordinating and leading teams in Project Management or related fields.
4. Current driver's licence.

### **KEY SELECTION CRITERIA:**

- Demonstrated track record in managing projects valued between \$500k to \$10M.
- Proficient in team management with ability in fostering high-performing teams.
- Experience in specification writing, contract management, and negotiation.
- Comprehensive understanding of the functions, systems, and processes of local government in Australia.
- Capable of problem-solving through reasoning, effective communication, negotiation, and strong research skills.
- Highly developed expertise in civil engineering encompassing design, materials, sustainability, project costings, and project management processes.

## 8. Organisational Relationships

**Reports to:** Manager Assets and Engineering

**Supervises:** Project Managers

**Internal Liaisons:** Other Coordinators and Team Leaders  
Other Infrastructure Group employees/staff  
Community Groups  
Other Council Staff as required

**External Liaisons:** The public  
Contractors

## 9. About Horsham and Horsham Rural City Council

Horsham Rural City is a vibrant, multi-cultural community situated in the heart of the Wimmera region of Victoria, approximately 300 kilometres north-west of Melbourne. The municipality has a population of approximately 20,000, covering an area of 4,267 square kilometres, with approximately three quarters of residents living within the urban area of Horsham.

Horsham is the major provider of retail, community and government services in the Wimmera, with dryland and broadacre agriculture being our major industry. There are a range of quality educational and health care facilities including secondary colleges, a university and an agricultural college.

Council is committed to working with the community to develop the municipality through strong leadership, vision, good governance, responsive services and quality infrastructure, whilst enhancing our liveability and natural environment.

### **Accessible and Inclusive Employer**

Horsham Rural City Council supports flexible and accessible working arrangements for all staff. We are progressive, open to new approaches, and aim to be an inclusive and diverse workplace that celebrates the contribution made by all our staff.

### **Occupational Health and Safety/Risk Management**

All employees are required to follow workplace health and safety requirements and obligations in accordance with legislative frameworks, Council policies (including the OHS Responsibility and Accountability Procedure) and other workplace procedures at all times.

Employees will also observe and comply with Council's Risk Management Policy and the application of sound risk management practices within the workplace and the community.

## 10. Further information

Horsham Rural City Council is an Equal Opportunity and Child Safe Employer and values Flexibility, Accountability, Integrity and Respect. We encourage and celebrate all cultures, heritage and diversity. We recognise the important and ongoing place that all Indigenous people hold in our community.

Council encourages applications from people of all abilities and can make information available in alternative formats if required.

Council and its employees also have obligations under Victoria's Charter of Human Rights and Responsibilities. See the People & Culture Department or [www.humanrightscommission.vic.gov.au](http://www.humanrightscommission.vic.gov.au) for further information.

Manager People & Culture  
Horsham Rural City Council  
PO Box 511  
Horsham Victoria 3402  
Email: [hr@hrcc.vic.gov.au](mailto:hr@hrcc.vic.gov.au)

## 11. Sign Off

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Document prepared by: People & Culture Department

**Approved by:** .....  
(Director Infrastructure)

**Date:** .....

**Employee name:** .....

**Signature:** .....

**Date:** .....