

## POSITION DESCRIPTION

<b>Position Title</b> Project Coordinator	<b>HR5116</b>	<b>Position Level</b> Level 8 – City of Bunbury Employees 2022 Enterprise Agreement (max term 3 years)	<b>Reports to</b> Manager Projects and Asset Management	<b>Primary Location</b> Works Depot
<b>Role of position</b> Responsible for the successful initiation, planning, design, execution, monitoring, controlling and closure of major projects.				
<b>Accountabilities</b> <ul style="list-style-type: none"> <li>Responsible for the development and delivery of major capital projects within defined scopes, timeframes and budgets.</li> <li>Management of project implementation, ensuring best management and design practices, with due regard to Council standards, policy, legislative requirements and good infrastructure construction practices.</li> <li>Responsible for identifying and monitoring project risks and taking corrective action as needed.</li> <li>Provision of project progress reports to Manager Projects &amp; Asset Management and Director Infrastructure.</li> <li>Liaise with community representatives, service authorities and project stakeholders to ensure compliance with cultural, environmental and community requirements.</li> <li>Preparation of tender documentation and administration of contracts including progress payments, variation requests and reporting requirements.</li> <li>Prepare detailed and accurate cost estimates for capital works projects.</li> <li>Responsible for identifying, applying and managing external grant funding for associated projects.</li> <li>Responsible for project schedules and ensuring project outcomes are achieved.</li> <li>Facilitating internal and external stakeholder engagement including responding to public feedback.</li> <li>Implement and monitor quality assurance processes to ensure projects meet defined standards and regulatory requirements.</li> <li>Conduct site inspections to verify adherence to designs, specifications, and safety standards.</li> <li>Liaise with Infrastructure Project Coordinators to improve project delivery processes and procedures.</li> </ul>			<b>Internal Relationships</b> <ul style="list-style-type: none"> <li>All City of Bunbury employees</li> <li>Infrastructure Project Coordinators</li> </ul> <b>External Relationships</b> <ul style="list-style-type: none"> <li>Local Government Agencies</li> <li>Contractors</li> <li>Public</li> <li>Other local Governments</li> <li>Government Agencies</li> <li>Consultants</li> </ul> <b>Financial Accountabilities and Delegations</b> <ul style="list-style-type: none"> <li>Acts within established practices.</li> <li>Designated employee, with delegated powers and duties in accordance with Local Government Act 1995 and others.</li> <li>Authorised Officer as appointed by Council/CEO.</li> </ul>	
<b>Essential Criteria</b> <ul style="list-style-type: none"> <li>Bachelor qualification in project management or related industry with demonstrated experience in managing major infrastructure projects.</li> <li>Strong knowledge of project management frameworks and systems.</li> <li>Highly developed interpersonal skills and the proven ability to consult, liaise and negotiate with stakeholders.</li> <li>Extensive knowledge and experience in tendering and contract preparation, including preparation of documentation, supervision and management.</li> <li>Well-developed organisation skills including task and time management, setting priorities, planning and managing workloads to complete projects within prescribed timeframes, on budget and with limited supervision.</li> <li>Possess a current C (Car) or CA (Cat Automatic) Class Western Australian Drivers Licence, or equivalent.</li> <li>General knowledge of Equal Employment Opportunity and Diversity Acts.</li> </ul>			<b>Desirable Experience</b> <ul style="list-style-type: none"> <li>Previous experience in a similar position in Local Government, an engineering consultancy or civil construction field.</li> <li>Qualifications in Civil Engineering or other related fields.</li> <li>Knowledge of Local Government law, administration and meeting procedures.</li> </ul>	

## POSITION DESCRIPTION

<p><b>Mission Statement</b> Welcoming and Full of Opportunities</p> <p><b>Values</b> Employees at the City of Bunbury observe the following Values in their day to day activities:</p> <p><b>We are Community</b></p> <ul style="list-style-type: none"> <li>We are <b>one team</b></li> <li>We keep each other <b>safe</b></li> <li>We display <b>empathy and respect</b></li> <li>We have <b>fun</b> and <b>celebrate</b> our successes</li> <li>We work together to <b>achieve</b> great outcomes</li> </ul> <p><b>We are Open</b></p> <ul style="list-style-type: none"> <li>We are <b>open to opportunities</b></li> <li>We <b>actively listen</b> and think things through</li> <li>We are <b>inclusive</b> and treat everyone <b>equally</b></li> <li>We are <b>honest</b> and open in our <b>communications</b></li> <li>We are open to feedback to <b>improve</b> our performance</li> </ul> <p><b>We are Brave</b></p> <ul style="list-style-type: none"> <li>We <b>lead the change, we own it!</b></li> <li>We <b>trust</b> and <b>empower</b> each other</li> <li>We have the <b>difficult conversations early</b></li> <li>We hold ourselves to the <b>highest standard</b></li> <li>We have the <b>courage</b> to improve and <b>simplify</b></li> </ul> <p><b>#WEARECOB</b></p>	<p><b>Misconduct</b> City of Bunbury employees are required to comply with our Code of Conduct and refrain from behaviour that is deemed misconduct.</p> <p><u>Employees must:</u></p> <ul style="list-style-type: none"> <li>Apply accountable and ethical decision making principles within the work environment.</li> <li>Behave in accordance with legislation, City of Bunbury Council Policies, Management Policies and Employee Code of Conduct.</li> <li>Understand and observe the definitions of Misconduct and Serious Misconduct as defined in the Corruption Crime and Misconduct Act 2003.</li> <li>Report any information about actual or potentially fraudulent, corruption or illegal activities, including breaches of the City's Code of Conduct, to your Manager, Director or CEO.</li> </ul> <p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>Understand and adhere to the Risk Management Policy, Corporate Guidelines and related procedures. When required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director.</li> <li>Apply sound operational risk management practices within the work environment.</li> </ul> <p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>Foster, advocate and implement the City's Customer Service Charter.</li> <li>Aim to exceed customer expectations.</li> <li>Strive for an element of consistency from one service transaction to the next.</li> <li>Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery.</li> </ul> <p>Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider.</p>	<p><b>Work Health and Safety</b> <u>Managers/Supervisors must:</u></p> <ul style="list-style-type: none"> <li>Ensure adherence to WHS policies and procedures.</li> <li>Consult and cooperate with workers and WHS representatives on WHS issues.</li> <li>Ensure that workers are equipped with the information, instruction, training, and supervision that they need to work safely.</li> <li>Identify, assess, and control hazards within their area of responsibility by applying the hierarchy of controls.</li> <li>Encourage early reporting of incidents, gather initial information to assist investigations and forward to WHS Team immediately.</li> <li>Ensure that workers are aware of, and abide by, all relevant health and safety procedures, particularly those relating to the operation of plant and equipment.</li> <li>Develop Safe Work Procedures as required in consultation with the workers and ensure adherence to procedures.</li> <li>Provide PPE as required and ensure workers are aware of correct usage and storage requirements.</li> <li>Ensure all plant and equipment is properly maintained.</li> <li>Maintain relevant knowledge of WHS issues.</li> <li>Act as a role model by demonstrating safe work behaviours.</li> </ul> <p><u>Workers must:</u></p> <ul style="list-style-type: none"> <li>Take reasonable care to ensure their own health and safety and that of others who may be affected by their acts or omissions, as defined in WHS legislation.</li> <li>Participate in the development of a healthy and safe workplace.</li> <li>Comply with any reasonable instructions given for their own health and safety and that of others, to comply with legislation and local policies and procedures.</li> <li>Cooperate with management in its fulfilment of its legislative obligations.</li> <li>Report any injury, illness, hazard or near miss immediately, where practical to their supervisor.</li> <li>Familiarise themselves with the work health and safety policies and procedures</li> <li>Not willfully or recklessly interfere with safety equipment.</li> </ul> <p><b>Accountable and Ethical Decision Making</b></p> <ul style="list-style-type: none"> <li>Ensure actions and decisions are impartial and unbiased and can be justified and accurately explained.</li> <li>Act fairly and justly, abiding by principles of due process and natural justice.</li> <li>Be accountable and transparent.</li> <li>Do your job effectively and as efficiently as possible.</li> <li>Behave in accordance with legislation, City of Bunbury Council Policies, Corporate Guidelines and Code of Conduct.</li> <li>Declare any potential conflicts of interest.</li> </ul>
--	---	---

Name:

Signature:

Date: