



## POSITION DESCRIPTION

<b>Position Title</b> Infrastructure Project Coordinator	<b>HR5107</b> <b>Position Level</b> Salary range 7/8 City of Bunbury Employees 2024 Enterprise Agreement	<b>Reports to</b> Manager Infrastructure Maintenance Services	<b>Location</b> Works Depot
<b>Role of position</b> <ul style="list-style-type: none"> <li>Responsible for the successful planning, delivery, monitoring, controlling and closure of Infrastructure Projects.</li> </ul>			
<b>Accountabilities</b> <ul style="list-style-type: none"> <li>Responsible for the development and delivery of major capital projects</li> <li>Delivery of 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>Provide project progress reports to Director, the Executive Team and Council</li> <li>Liaise with community representatives, service authorities and all project stakeholders to ensure compliance with all cultural, environmental and community requirements.</li> <li>Preparation of tender documentation and administration of contracts including progress payments, variation requests, reporting requirements</li> <li>Prepare detailed and accurate cost estimates for capital works projects</li> <li>Responsible for project schedules and ensuring project outcomes are achieved</li> <li>Obtain and respond to client and public feedback regarding projects.</li> </ul>		<b>Internal Relationships</b> <ul style="list-style-type: none"> <li>All City of Bunbury employees</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 guidelines and practices and authority to implement Council Policies</li> <li>Authority to expend Council funds within specified budget limits</li> <li>Authority to correct operational and administrative problems</li> <li>Prepares reports, including Council Agenda items and makes recommendations</li> <li>Freedom to act limited by standards and procedures</li> <li>Assistance readily available when problems arise</li> </ul>	
<b>Essential Criteria</b> <ul style="list-style-type: none"> <li>Diploma and or substantial experience in Project Management, Civil Construction Management, Building or related discipline.</li> <li>Proven experience in the delivery of infrastructure projects.</li> <li>Extensive knowledge and experience in tendering and contract preparation, documentation, supervision, administration and management.</li> <li>Highly developed communication, and negotiation skills with the ability to effectively manage a variety of stakeholders.</li> <li>Demonstrated experience in organising and managing conflicting work priorities.</li> <li>Well-developed report writing and communication skills</li> <li>Possess a current C (Car) or CA (Automatic) Class Western Australian Drivers Licence, or equivalent.</li> <li>General knowledge of Equal Employment Opportunity and Diversity Acts</li> <li>Demonstrated experience in following established safety protocols.</li> </ul>		<b>Desirable Experience</b> <ul style="list-style-type: none"> <li>Previous experience in a similar position in Local Government</li> <li>Knowledge of local government law, administration and meeting procedures</li> </ul>	

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<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 style="text-align: center;"><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><b>Employees must:</b></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> <li>• 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.</li> </ul>	<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 polices 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 wilfully 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>
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Signature:

Date: