

POSITION DESCRIPTION

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

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