

SOUTHERN GRAMPIANS SHIRE COUNCIL POSITION DESCRIPTION

Position Details

Title:	Strategic Major Projects Coordinator
Classification:	Band 7
Position Number:	019.2
Business Unit:	Economic Development and Tourism
Reports to:	Manager Economic Development and Tourism

Key Objectives

To support project activities including concept planning, options development, feasibility assessment, business case development, cost benefit analysis, risk & project management planning, advocacy, sourcing funding and assisting in the preparation of associated strategic documents to ensure projects are ready for construction.

Major strategic projects include but not limited to:

- CBD Revitalisation Stage 1-5;
- Stage 2 - Melville Oval, Lonsdale Street and Gray Street master planning;
- Greater Hamilton Volcanic Masterplan; Dunkeld Visitor Hub and Grampians Peaks Trailhead and Hamilton Town Entrance and Gateways Project.

This position will co-ordinate in-house services as well as external suppliers. There is a need to co-ordinate the transition of these projects from inception through to completion and project readiness.

Key Responsibilities

- Manage strategic projects, including developing fully costed plans ready for detailed drawings;
- Develop and implement community engagement strategies to support the undertaking of the design and master planning of Council priority projects;
- Coordinate and manage project consultants; and research, scope, prepare and administer project documentation, including high quality briefs, quotations, expressions of interest, tenders and contracts, and associated advertising, award, administration and close out;
- Prepare and implement project budgets, and ensure the projects and associated activities are consistent with budgets and resources allocated;

- Co-ordinate workshops, forums and other engagement and communication strategies relating to the Shire's major strategic projects;
- Continuously review projects and associated activities to identify and manage risk and adopt procedures as required, to ensure cost effectiveness and efficiency;
- Strategic plans once developed will be fully costed, and have a cost benefit analysis, risk assessment and indicative project management plan with funding sources identified;
- Grant funding and advocacy documents prepared.
- Provide specialist/technical advice and present regular reports, briefings and updates to the Manager Economic Development and Tourism, Director Planning & Development, Executive Leadership Team and various stakeholders on project progress and financial performance against agreed timeframes and budgets;
- Effectively communicate and liaise with staff, members of the public, stakeholders, contractors and government agencies;
- Respond to enquiries and ensure that all information provided is researched, correct, factual, timely, customer focused and in accordance with relevant guidelines, legislation and standards.

Extent of Authority

- Required to act independently guided by the Manager of Economic Development and Tourism;
- Scope exists to identify and recommend new ways of doing things to improve Council processes;
- Required to deliver projects within agreed to budgets and timelines;
- Commit to and adhere with Council's Child Safe Requirements.

Judgement and Decision Making

- Required to make decisions and handle enquiries outside normal routine practices;
- Responsible for efficient and effective operation within a cross-departmental team environment;
- Guidance and advice are not always available from within the organisation and within the timeframe required to make a choice;
- Operates according to Council policies, procedures and specific guidelines, and relevant legislation;
- Ability to function efficiently and effectively without supervision, showing innovation and initiative.

Specialist Skills and Knowledge

- Demonstrated negotiation, project facilitation and project management experience;

- Proven ability to analyse and research data and complex information and prepare concise evidence-based reports;
- Understanding of urban design principles and current policy paradigms;
- Experience of working in the local government industry and knowledge of local government practices and procedures;
- Knowledge and well developed skills in contemporary Project Management systems particularly Microsoft Project and literacy in the Microsoft Office suite of products.

Management Skills

- Demonstrated ability to plan, organise, set priorities, manage time and to scope and independently manage a work program;
- Responsible for ensuring the health, safety and wellbeing of self and employees by:
 - Implement and Monitor compliance with workplace policies and procedures;
 - Engage with and support HSRs, OHS committees, supervisors and managers;
 - Conducting safety inductions and local topic specific training;
 - Support/mentor HSRs and supervisors;
 - Support staff awareness of OHS responsibilities and accountabilities;
 - Assist with implementing OHS plans and strategies;
 - Supporting managers in activities that foster a positive OHS culture.

Inter-personal skills

- Highly developed interpersonal and negotiation skills;
- Highly developed written skills in order to develop policy and produce high quality reports and informative articles;
- Well-developed investigative, research and analysis skills;
- The ability to gain cooperation and assistance from clients, members of the public and other employees;
- Motivate and develop employees;
- Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems.

Compliance with Legislation and Policies

- Adhere to all current relevant codes of conduct and legislative requirements including:
 - Southern Grampians Shire Council Policies and Procedures;
 - Southern Grampians Shire Council Staff Code of Conduct;
 - Privacy and Data Protection Act 2014 (Vic);
 - Equal Opportunity Act 2010 (Vic);
 - Occupational Health and Safety Act 2004 (Vic);

- Government/Industry Codes of Conduct;
- The Southern Grampians Shire Council Enterprise Agreement; and
- The Municipal Emergency Management Plan.
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community;
- Responsible for ensuring the security of Council's assets under the Officer's control;
- Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004 (Vic), Council's Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.

Qualifications and Experience

- Demonstrated project management experience for a wide range of projects relating to planning, design, property and/or capital from inception to completion, within agreed timeframes and budgets;
- Relevant tertiary qualifications and/or experience in project management, urban planning, strategic planning, urban design and construction;
- A current Australian Drivers Licence;
- May require a current working with Children Check.

Key Selection Criteria

The employee will demonstrate the following:

- Demonstrated project management experience for a wide range of projects relating to planning, design, property and/or capital from inception to completion, within agreed timeframes and budgets;
- Demonstrated negotiation and analytical problem-solving skills, including the ability to analyse statistics and plan preventative actions;
- Well-developed communication, presentation, report writing and research skills;
- Highly developed interpersonal skills, and the demonstrated ability to establish a high level of rapport with colleagues, potential investors, agents and community leaders;
- Ability to work cooperatively and effectively with others to set goals, resolve problems and positively influence others to achieve results in line with the project plan;
- Ability to contribute ideas and demonstrate initiative and flexibility;
- Well-developed organisational and time management skills, with the ability to work well under pressure, and prioritise to meet critical deadlines;
- Relevant tertiary qualifications and/or experience in project management, urban planning, strategic planning, urban design and construction.

Agreement

I, _____ have read and understand the objectives and conditions of the above mentioned role.

Employee: _____

SGSC: _____

Signature: _____

Signature: _____

Date: _____

Date: _____