



## **POSITION DESCRIPTION/SPECIFICATION**

### **1. POSITION IDENTIFICATION**

<b>Title</b>	Projects Officer - Landscaping	<b>Level</b>	7
<b>Business Unit</b>	Parks and Natural Environment	<b>Position Number</b>	00907, 00884, 01156
<b>Directorate</b>	Infrastructure Services	<b>Date Established</b>	July 2008
<b>Reporting to</b>	Principal Projects Officer Landscaping	<b>Date Updated</b>	January 2025

### **2. KEY OBJECTIVES**

- Responsible for the delivery of projects within the Landscape Design Services sub unit forming part of the City's Capital Works Program.
- Undertake project, contract and risk/safety management responsibilities.
- Provide technical support and expert advice to internal and external stakeholders.
- Provide a high level of customer service to both internal and external customers.

### **3. KEY ACCOUNTABILITIES**

- Ensure all work is undertaken in accordance with the City's strategies, plans, protocols, procedures and adopted practices, budgets, relevant legislation, and the ISO 9001 standard and Quality Management System and requirements of the project management framework.
- Manage projects relating to Capital Works Programs within the sub-unit in accordance with relevant standards, specifications, and requirements, ensuring project risks are appropriately managed and documented.
- Timely and accurate delivery of assigned work and projects in accordance with the City's Capital Works Program and within allocated budgets.
- Complete financial management activities in accordance with City procedures, processes and relevant legislation.
- Ensure prompt and accurate capture of corporate information and documentation in accordance with the City's record keeping system and associated policies and protocols.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Comply with Work, Health and Safety (WHS) legislation, City protocols, procedures and other WHS related requirements, and actively support the City safety systems.

#### 4. KEY ACTIVITIES

##### ACTIVITIES

###### **Outcome: Service Delivery/Technical Support**

- Control and coordinate the delivery of projects relating to the City's Capital Works Program within the unit in accordance with relevant standards, specifications, and requirements.
- Produce tender specifications and vendor panel documentation for City projects.
- Research and monitor industry best practice in relation to construction practices, materials, machinery, and safety.
- Assess all project risks, Safe Work Method Statements (SWMS) and other project documentation to ensure compliance with all relevant WHS legislation and safety requirements for complex projects and 'high risk' tasks.
- Prepare detailed technical written reports for the Principal Projects Officer Landscaping making informed recommendations based on research and analysis of options and risk.
- Contribute to the preparation of relevant horticultural or environmental policies, procedures, and reports.
- Actively contribute improvement suggestions for relevant processes and ensure maintenance works identified within the City, both within the unit and other teams are promptly reported to the supervisor or Infrastructure Services Customer Service.
- Display attitudes and behaviours that support a culture of continuous improvement across the Infrastructure Services Directorate.

###### **Outcome: Contract Management**

- Undertake contract management responsibilities for significant projects in the City's Capital Works Programs.
- Prepare and monitor budgets for assigned capital works programs and projects in consultation with the Principal Projects Officer Landscaping.
- Analyse scope requirements and arrange quotes and tenders for works to be undertaken by contractors, evaluating these against requirements and making appropriate recommendations.
- Prepare complex tender and quotation documentation.
- Administer the requisitioning and receipting of such goods and services in accordance with quotes.
- Participate as a panel member for evaluation of tenders.
- Manage the performance of contractors to ensure a coordinated and timely completion of assigned contracts and ensure services are provided as specified.
- Provide expert technical support and advice to Principal Projects Officer Landscaping, Supervisors and internal staff involved in contract procurement including specifications.
- Undertake project administration including scheduling, monitoring, data entry on the project tracking system and project-based reporting.
- Attend site to ensure construction works are delivered in line with specification requirements, quality standards and that safety requirements are achieved.
- Arrange for additional works required for successful completion of projects.
- Develop positive working relationships with contractors to facilitate seamless contract delivery.

###### **Outcome: Project Management**

- Arrange for quotes and manage works for the concept design and cost estimate phase of projects.
- Undertake the project management of assigned operational projects including development of project plans with scoping, establishment of deliverables and objectives, budget, and project schedule.
- Undertake project monitoring and prepare relevant project reporting documentation in line with the City's Project Management Framework.

- Ensure projects are delivered in line with construction process requirements.
- Monitor and review expenditure to ensure compliance with budget outcomes.
- Provide monthly reports including trends and variations.
- On completion of project delivery, ensure asset management requirements are met.

**Outcome: Customer Service**

- Provide a high level of customer service to employees, residents, and ratepayers.
- Resolve complaints and provide technical information and advice on behalf of the Parks and Natural Environment business unit to residents, community groups, government authorities and City officers relating to horticultural matters.
- Ensure a coordinated approach is applied to responses and actions on technical matters across multiple disciplines within the Infrastructure Services directorate.

**Outcome: Work Health and Safety**

- Ensure contractors comply with all legislative and WHS requirements.
- Consult and cooperate with management on matters relating to WHS.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.

**5. WORK RELATED REQUIREMENTS**

**Essential Skills, Knowledge, Experience and Qualifications:**

**Highly Developed Skills in the Following:**

- Organisation and time management, with a proven ability to effectively prioritise multiple tasks to meet deadlines and achieve desired outcomes.
- Contract management and project management.
- Problem solving, conflict resolution and negotiation skills to effectively liaise and negotiate with internal and external parties.
- Written communication and the ability to write clear and concise letters and/or reports on technical issues.
- Computer literacy with Microsoft Office suite of programs.

**Comprehensive Knowledge in the Following:**

- Horticultural practices.
- Asset and Contract management principles and practices including risk management, safety, and contract law.
- Statutory compliance requirements in relation to environmental or horticultural matters.
- Work Health and Safety legislation.

**Substantial Experience in the Following:**

- Managing multiple works contracts and programs including undertaking site inspections.
- Tender and contract specification monitoring.
- Managing and coordinating contractors and consultants.
- Budget preparation, monitoring and reporting.
- Health and Safety management for complex projects, including proposing suitable remediation for work environments.
- Providing accurate and timely horticultural technical information.

**Qualifications/Clearances:**

- Tertiary qualifications in a relevant discipline such as Contract or Project management or demonstrated expertise and competency sufficient to perform the duties required.
- Current Western Australia Class 'C' Driver's Licence.
- Construction Safety Induction Card (White Card).
- Current National Police Certificate

**6. EXTENT OF AUTHORITY**

- Exercises a degree of autonomy but advice is available for complex or unusual matters.
- Gives direction to contractors and monitors progress within the scope of assigned works.
- Controls and coordinates a range of significant project contracts and programs.
- Provides expert advice/assistance and contributes to the development of policies.
- Exercises initiative, judgement, and analytical skills to solve problems and resolve technical or workplace issues; considers any relevant information. Assistance available.

**7. WORKING RELATIONSHIPS**

**Level of Supervision:**

- Works under limited direction.

**Internal:**

- Landscape Design Services Team
- Parks and Natural Environment Business Unit
- Engineering Services Business Unit
- Asset Management Business unit
- Leisure and Cultural Services
- Financial Services

**External:**

- Contractors
- Residents and ratepayers
- Government authorities
- Western Australian Local Government Association.

**8. POSITION DIMENSIONS**

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
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