



POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Senior Projects Officer	Level	8
Business Unit	City Projects	Position Number	00937
Directorate	Office of the CEO	Date Established	July 2008
Reporting to	Manager City Projects	Date Updated	November 2021

2. KEY OBJECTIVES

- Co-ordinate complex large scale projects relating to new strategic community and City infrastructure.
- Undertake contract management for strategic City projects.
- Undertake financial management for strategic City projects.

3. KEY ACCOUNTABILITIES

- Undertake activities in accordance with the Business Unit Plan, Corporate Business Plan, Strategic Community Plan and other relevant plans.
- Ensure all project work is undertaken in accordance the requirements of the City's Project Management Framework.
- Community consultation is compliant with the City's Community Consultation and Engagement policy, procedures and timeframes.
- Ensure all contracted work is undertaken in accordance with the contract and City's purchasing protocols.
- Ensure financial management activities are undertaken in accordance with City procedures and processes.
- Ensure prompt and accurate capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, protocols and practices.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Comply with OSH legislation, City protocols, procedures and other OSH related requirements, and actively support the City safety systems.

4. KEY ACTIVITIES

ACTIVITIES

Outcome: Project Management

- Co-ordinate the development and delivery of assigned projects to achieve the deliverables of the City's Strategic Community Plan, Corporate Business Plan and Business Unit Plan.
- Identify and source potential external funding for projects.
- Prepare Council, various Committee and Executive Leadership Team reports and implement resolutions.
- Work in collaboration with other business units to implement joint strategic planning projects.
- Work in consultation with the City's Principal Legal Officer and external legal practitioners in relation to legal issues.
- Work in collaboration with internal and external stakeholders on the development of projects to inform decisions in accordance with community expectations and City and state government strategies.
- Develop proactive communication strategies with key stakeholders to gain endorsement of recommendations.
- Undertake feasibility studies including scoping of potential projects, estimating and budgeting to support project development.
- Undertake external research and make recommendations on the development of robust processes that do not currently exist.
- Prepare expression of interest briefs to invite relevant parties to submit proposals for delivery of professional services.
- Develop project plans for each project including scoping, establishment of deliverables and objectives, budget, project schedule, communication plan and risk management.
- Conduct relevant community consultation and collate results.
- Undertake contract administration.
- Undertake project monitoring and prepare relevant project reporting documentation.
- Oversee projects in accordance with agreed scope, timeframes and budgets.
- Identify opportunities for new major projects.
- Develop a planned approach to connect and build rapport with internal stakeholders to collaboratively work towards the City's vision.
- Develop interdependency relationships with internal and external stakeholders.

Outcome: Contract Management

- Prepare legally robust documentation to engage professional consultants to provide expert professional advice.
- Prepare tender documentation for developers, consultants and contractors.
- Participate as a panel member for evaluation of tenders.
- Prepare reports to Executive Leadership Team and Council regarding tender process.
- Arrange quotes for works to be undertaken by consultants and contractors.
- Assess quotes against requirements and make appropriate recommendations.
- Administer the requisitioning and receipting of such goods and services in accordance with quotes and the City's purchasing protocols and processes.
- Facilitate access to site for successful contractors to undertake quoted works.
- Monitor the progress of works and provide assessment of completed works.

Outcome: Financial Management

- In consultation with the manager develop the annual budget in accordance with corporate financial requirements and timelines.
- Monitor, review and report on expenditure to ensure conformity with budget outcomes.
- Provide monthly reports including trends and variations.

5. WORK RELATED REQUIREMENTS / SELECTION CRITERIA**Essential Skills, Knowledge, Experience and Qualifications:****Skills:**

- Highly developed project management skills, with proven ability to co-ordinate large complex projects.
- High level financial skills relating to budgeting and monthly review and reporting.
- Highly developed interpersonal, conflict resolution and negotiation skills, to effectively liaise with internal and external parties.
- Highly developed skills to collaborate, co-ordinate and plan across the organisation, with other multiple stakeholders and external professional services.
- Highly developed organisational and time management skills, with proven ability to effectively prioritise multiple tasks to meet deadlines and achieve desired outcomes.
- Highly developed written and verbal communication skills, with proven ability to analyse data/information to ensure clear and concise reports are prepared.
- Highly developed computer skills (including use of Word, Excel, Project, PowerPoint and Outlook).
- Ability to deal with highly sensitive, political and confidential issues.
- Ability to work independently within broad parameters.

Knowledge:

- Comprehensive knowledge of tendering, general conditions of contract and specification writing.
- Comprehensive knowledge of statutory requirements and local government policies relating to development.
- Comprehensive knowledge of local government and relevant state government administrative procedures.
- Sound knowledge of occupational safety and health legislation.
- Knowledge of research methodologies and processes.

Experience:

- Extensive experience in co-ordinating a diverse portfolio of projects.
- Extensive experience of consulting with community and other key stakeholders.
- Extensive experience of managing numerous concurrent projects ensuring effectiveness and efficiency.
- Extensive experience in monitoring compliance of contractors and/or consultants to ensure contract guidelines are being met and performance targets are achieved.
- Substantial experience of facilitating and co-ordinating multidisciplinary teams.
- Substantial Writing detailed high level reports for executive management level.
- Demonstrated experience in the reviewing, development and implementation of office management systems.

Qualifications / Clearances:

- Tertiary qualifications in planning, architecture, engineering, business/commerce or a related discipline or equivalent extensive experience.
- Diploma in Project Management or extensive equivalent experience.
- Current WA 'C' Class Driver's Licence.

6. EXTENT OF AUTHORITY

- Has delegated authority to manage large and complex projects.
- Responsible for cost effectiveness and timeliness of projects.
- Required to use professional knowledge and approach to solve complex problems.
- Decisions and actions taken may have a significant effect on projects being co-ordinated.

7. WORKING RELATIONSHIPS

Level of Supervision:

- Works under limited direction

Internal:

- Chief Executive Officer
- Directors
- Principal Legal Officer
- All Business Units
- Elected Members

External:

- Consultants
- Legal advisers
- Government agencies and departments
- Community members
- City suppliers/contractors
- General public

8. POSITION DIMENSIONS

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
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