

## POSITION DESCRIPTION

POSITION TITLE	Coordinator Design & Survey
DIRECTORATE - SECTION	Asset Services – Asset Planning & Delivery
LEVEL - EBA	9 - Salaried
RESPONSIBLE TO	Manager Asset Planning & Delivery

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

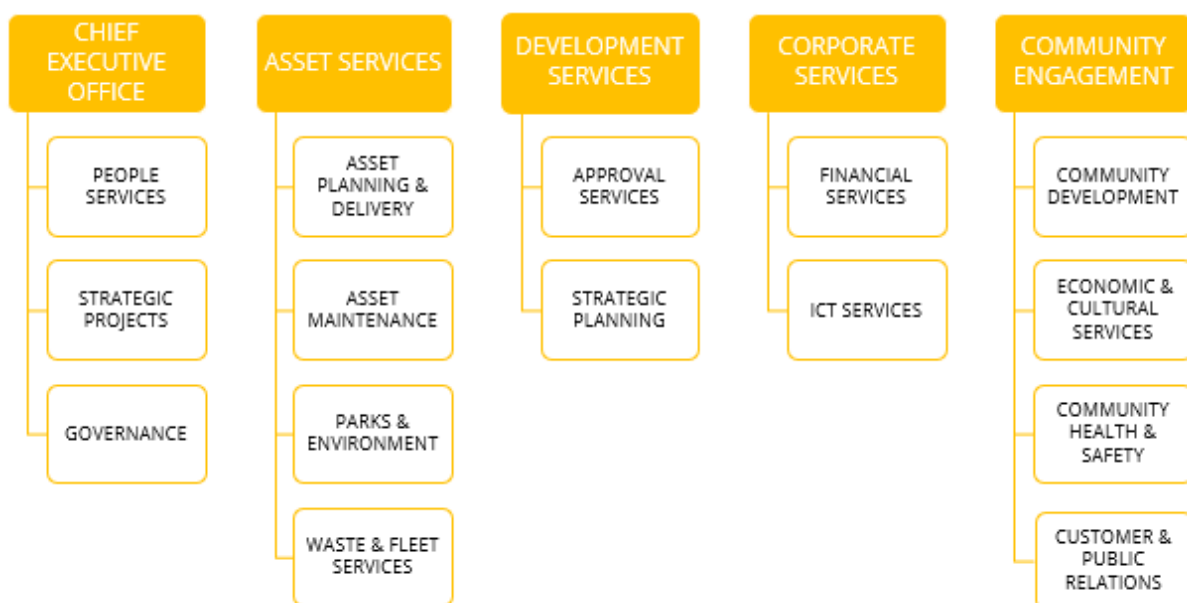
### OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

### OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

## ORGANISATIONAL STRUCTURE & FUNCTIONS



## THE OVERALL OBJECTIVE OF THIS POSITION

To assist the Manager Asset Planning & Delivery in the effective and efficient coordination and management of the Project Design & Survey Team, to deliver strategic outcomes and organisational goals in the management of project design, estimating, surveying and, investigation, review and response to storm water and traffic matters.

## KEY RESULT AREAS

### ORGANISATIONAL SUPPORT

- Provide high quality advice to the senior management group (Manager/Director/CEO) in a timely and professional manner.
- Prepare reports, business plans and strategic documents.
- Provide support to the Manager and Director.

### CUSTOMER SERVICE

- Provide high quality advice to all stakeholders in a timely and professional manner.
- Respond to customer enquiries and requests in accordance with the KPI targets.
- Research improvements in the industry and develop and implement improvement programs.
- Management of service delivery maintaining a high level of customer service across all activities and projects.
- Seek feedback and comments on service delivery across all activities and functions to improve stakeholder satisfaction.

### STAFF MANAGEMENT

- Provide leadership to staff within the service delivery area to meet the core and aspirational values.
- Ensure staff are trained and developed.
- Provide mentoring and coaching to staff.
- Ensure compliance with all legislative requirements relating to staff, including IR, OSH, and EEO.
- Ensure all staff related documentation required for the proper administration of the organisation is completed accurately and on-time. This includes time sheets, leave forms, incident reports, PES (staff performance appraisal system) and monthly Interplan updates.

### BUDGET MANAGEMENT

- Understand the budget and financial constraints of the organisation.
- Contribute towards the City's Long Term Financial Plans and assist with the development of budgets.
- Development and preparation of required budgets to support design projects that will in turn facilitate the delivery of projects in reflection of organisational goals and objectives.
- Manage service delivery area budgets to ensure that variances are within KPI targets.

### ASSET MANAGEMENT

- Understand the role of asset management in the delivery of services to the community.
- Participate and engage with asset management staff to deliver activities and programs to deliver organisational goals and objectives.
- Facilitate the asset data capture as a part of design related projects.

## DESIGN, SURVEY AND PLANNING

- Review the outputs from the design and survey team with an experienced civil engineering lens to ensure quality, compliance and best outcome are achieved.
- Ensure project designs meet the required scope are compliant with both industry and regulatory bodies for example, AusRoads, DWER, Main Roads WA.
- Review and on occasion develop construction estimates for designs at different stages of progression to inform budgets (project and department) and quote / tender documentation.
- Understand the role of asset management in the delivery of services to the community.
- Understand and experienced in Project Management Principles.
- Arrange all prior approvals required to facilitate the delivery phase of projects, including but not limited to, clearing permits, service utilities relocations/modification and Main Roads WA requirements.
- Ensure surveys are undertaken in an efficient and accurate manner, and within the agreed timeframes.
- Ensure project design requests are scheduled in consult with the Manager Asset Planning & Delivery, to align with the City's Capital Works delivery program and other opex design / survey request.
- Ensure project designs meet the required scope and are undertaken accurately and timely manner and are suitable to the current industry construction techniques.
- Liaise with other units to communicate with stakeholders and obtain approval that designs meet project objectives.
- Work with other staff to program projects to meet organisational goals and objectives.
- Ensure all documentation including designs, estimates, certificates and correspondence is recorded in the corporate records system.

### **WORKPLACE HEALTH AND SAFETY**

- As an officer of a PCBU (Person Conducting a Business or Undertaking), you must exercise due diligence to ensure the City complies with its health and safety duties.
- Due diligence includes keeping up to date knowledge on WHS matters, understanding the nature and operations of the work and any associated hazards.
- Ensure the City has and uses appropriate resources and processes to eliminate or minimise risks including both physical and psychological.
- Ensure the City has appropriate processes for work-related incidents, hazards and risks and to respond in a timely manner.
- Complies with the duties and obligations in reporting notifiable incidents, consulting with workers and complying with lawful instructions.

### **WORKPLACE COMPETENCY**

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

### **TRAINING/QUALIFICATION(S)**

- Possession of a relevant tertiary qualification in civil engineering, construction or a recognised specialised equivalent
- Construction Safety Awareness Card (White Card)
- Possession of, or the ability to acquire, a satisfactory Police Clearance Certificate.

## SELECTION CRITERIA

1. Extensive experience in a similar role within local government or a similar environment.
2. Experience in coordinating a team and schedule of work.
3. Highly developed interpersonal skills, negotiation, conflict resolution and the ability to communicate with a wide range of stakeholders.
4. Demonstrated high level organisational and administration skills with the ability to handle confidential and sensitive matters appropriately.
5. Ability to establish effective working relationships and work collaboratively with internal and external stakeholders.
6. Proven ability to effectively manage time and resources to meet deadlines under competing priorities and ensure delivery of a high-level service to the community.
7. Highly developed written skills including the ability to undertake research, develop complex proposals, and write technical strategic documents and submissions, including policies and procedures.
8. Highly developed analytical and problem-solving skills, with the ability to exercise good judgement and initiative when required.
9. Competent in providing high level advice including specialist advice on policy matters.
10. Competent and highly developed skills using computer applications in particular the Microsoft Office suite of products, including Microsoft Project and working knowledge AutoCAD and other Civil Design software.

## PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing
- Able to sit for extended periods of time
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

## DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

## DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

## AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

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REVIEWED BY: Manager Asset Planning & Delivery

DATE PD REVIEWED/APPROVED: 17 March 2023

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