

POSITION DESCRIPTION

POSITION TITLE	Coordinator Asset Delivery
DIRECTORATE - SECTION	Asset Services – Asset Planning and Delivery
LEVEL - EBA	Negotiated Contract
RESPONSIBLE TO	Manager Asset Planning & Delivery

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

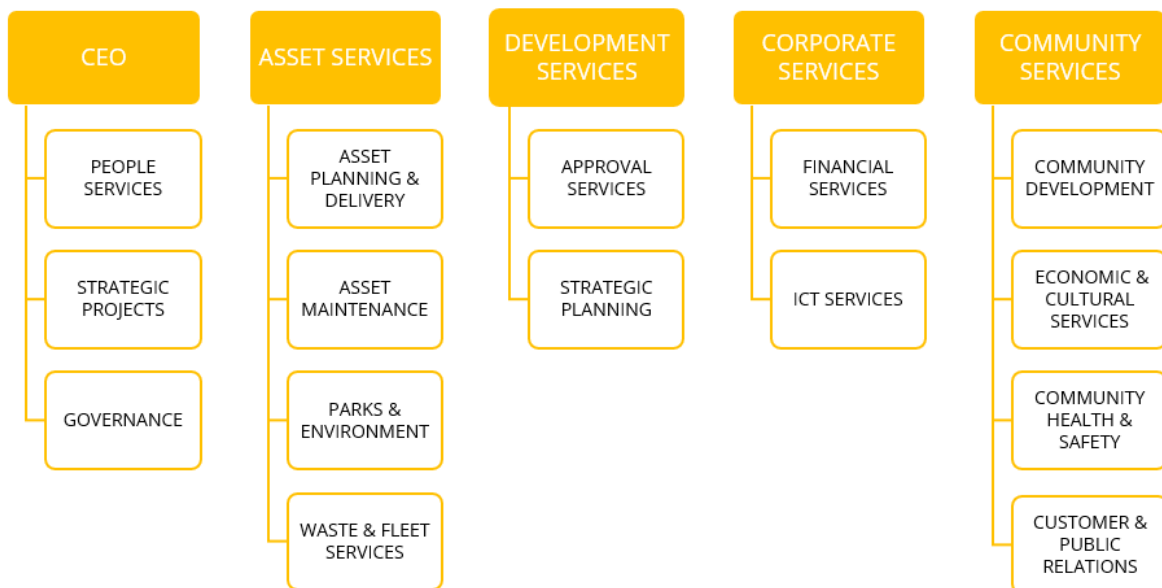
OUR SIMPLE GUIDING PRINCIPLES

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 provide leadership to the team of Project Managers in addition to managing assigned complex, high profile and value, public open space, building and civil projects within the City's jurisdiction. To collaborate with other Coordinators and Managers developing future works programs that have adequate level of scope and budget forecasts from a constructability perspective.

KEY RESULT AREAS

LEADERSHIP & MANAGEMENT

- Leading and coordination of a team of Senior Project Managers and Project Managers delivering City capital works projects.
- Reviews, implements, and leads the City's project management framework and processes for all projects.
- Leads as the point of contact for advanced project related queries, provides extensive knowledge sharing and expert information in all fields of project management such as scheduling, governance, execution, finance, risk, and reporting.
- Responsible for compliance with standards and processes and facilitates education and awareness where appropriate as they relate to project management procurement and contracting.
- Understands the needs and interests of internal and external stakeholders, negotiating, influencing and working collaboratively to achieve positive, agreed outcomes.
- Establishes networks and facilitates cooperation and partnership critical to the success of the project.
- Leads and promotes a work environment that empowers, motivates and develops a highly skilled team capable of delivery key outcomes for local government.
- Works cross functionally with other teams within Asset Planning & Delivery, as well as across the City.

PROJECT MANAGEMENT

- Oversees the project management of all the annual Capital Works program within the City through direct oversight of project management staff within the Asset Planning & Delivery unit as well as coordination with staff in other Business Units also undertaking specific projects within the Capital Works program.
- Assigns new projects to Project Managers and keeps track of progress against targets.
- Identifies key gaps and constraints that are commonly shared cross projects and develop corresponding resolution and process.
- Provides support in the development, implementation and maintenance of Project Management Plans and Project Risk Registers across the team.
- Provides support in the development of supporting documentation relevant to the development and delivery of projects relating to but not necessarily limited to procurement planning, consultation/negotiation with stakeholders, tender documentation, evaluation and reporting, contract formation, and contract management/administration.
- Provides specialist advice on project management and contract management issues.
- Shows sound judgement, intelligence, common sense and probity in leading the team delivering City projects, whilst ensuring decisions with a strategic focus are made on the successful delivery of the works.
- Establishes and maintains effective liaison between contractors, suppliers and stakeholders.

- Manages contracts and contractors to ensure that projects are completed to approved scope, budget, time and quality.
- Co-ordinates and participates in supplier selection processes.
- Manages effective and timely project and program reporting.
- Ensures compliance with WHS Legislation and Guidelines.
- Liaises with external authorities and arranges other related works as required.
- Provides advice on construction projects and support to external and internal customers.
- Maintains contemporary knowledge and skills across the team to ensure continual process improvement underpinned by best practice.
- Works collaboratively with Asset Planning and Design staff in reviewing proposed future works programs to advise on constructability issues such that proposals are properly scoped and budgeted.
- Responsible for aiding in the delivery of significant City projects, including but not limited to Public Open Space, Civil Infrastructure and Building projects if required.

FINANCIAL MANAGEMENT

- Monitors expenditure on projects and arrange budget adjustments and funding requirements.
- Reviews/approves variations to construction works within approved budgets.
- Raises Purchase Orders for goods and services.
- Reviews, certifies and/or authorises contract progress claims for payment.
- Ensures all project staff are managing financial performance of their assigned projects to a similar high standard.

REPORTING

- Prepares and coordinates reporting and responses from the Asset Delivery team.
- Undertakes all reporting and associated record keeping relating to projects.
- Prepares and/or provides input to City reporting systems, and where applicable, certifies all documentation associated with the City's internal systems, consultant/contractor communications, service provider applications/negotiations, accounts, requisitions and purchase orders, Council requests/reports, customer requests, scheduling, OSH, insurance claims.
- Communicates and presents to internal and external stakeholders on behalf of the team.
- Prepares expenditure reports for review.
- Prepares tender and quotation documentation.

STAFF MANAGEMENT

- Demonstrates leadership behaviours that promote the City's values and a positive workplace culture.
- Coordinates staff training and development.
- Mentors and coaches staff.
- Ensures compliance with all legislative requirements relating to staff, including employment agreements, Occupational Safety and Health, and Equal Employment Opportunity.
- Ensures all documentation required for the administration of staff matters is completed accurately and on-time. This includes time sheets, leave forms, incident reports, position descriptions, staff performance reviews, career development and performance reporting.
- Pursues opportunities for personal development of staff.

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)

- Tertiary qualifications in Civil Engineering, Project Management or closely related field

SELECTION CRITERIA

1. Extensive experience in the delivery of public open space, civil infrastructure and building projects validated by a tertiary qualification (or equivalent experience) in Civil Engineering, Construction, Project Management or a related discipline.
2. Demonstrated ability in leading a team within a project management environment.
3. Extensive experience in successfully managing projects, making sound decisions in line with strategies, procurement methodologies and contemporary best practice to achieve intended outcomes.
4. Demonstrated experience and knowledge in financial management, cost planning, program management and management of contractual and commercial claims and disputes.
5. Strong stakeholder management skills, both internal and external to the organisation, and the ability to build and maintain positive relationships.
6. Demonstrated experience in collaborative leadership and the ability to problem-solve and be outcome focused.
7. Well-developed computer skills, including the use of Microsoft Office suite of products GIS, Project Management and Financial applications.
8. Demonstrated ability to produce high level reports and presentations for senior management and/or Council.

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.

REVIEWED BY: Manager Asset Planning & Delivery

DATE PD REVIEWED/APPROVED: 11 September 2024
