

<b>POSITION TITLE:</b>	<b>DIRECTORATE:</b>	<b>DATE:</b>
Project Officer – Strategic Projects	Assets	January 2025
<b>REPORTS TO:</b>	<b>SERVICE UNIT:</b>	<b>LEVEL:</b>
Project Director Strategic Projects	Infrastructure Capital Works	7
<b>POSITION NUMBER:</b>	<b>SUB UNIT:</b>	<b>ROLE FOCUS:</b>
4450	Strategic Projects	Advice
<b>ROLE BALANCE:</b>	<b>JOB FAMILY:</b>	<b>ANZSCO CODE:</b>
(People/Scheduling/Technical) 10/10/80		

### ORGANISATIONAL CONTEXT

The City of Wanneroo (the City) is an expanding and thriving Local Government on the northern fringe of the Perth Metropolitan area, located approximately 12km from the CBD at its nearest point and 62km at its furthest point. Our community, council and City administration are working actively towards our vision of building a future together by collaborating with all stakeholders.

### DIRECTORATE CONTEXT

The **Assets Directorate** is responsible for ensuring the City's assets are strategically planned, built and managed to a high standard. This includes ensuring the effective and efficient deployment of resources to maximise the benefits to the community. These benefits may be gained from major infrastructure projects like roads and buildings, and community enhancing infrastructure like parks and coastal environments.

The Strategic Projects team focuses on the delivery of the community facing projects.

### POSITION CONTEXT

Under broad supervision of the Leader, this position is accountable for the provision of quality outcomes in accordance with customer needs as outlined in the Service Plan and Performance & Development Review Conversation, by applying skills, knowledge, experience and judgement, guided by established policies, procedures and methods as well as the application of professional standards, education and training to meet current and anticipated changing organisational needs.

The role is within the Strategic Projects team of the Assets Directorate, and the projects that are delivered are considered major projects, or projects that are strategic or sensitive in nature.

The role communicates with a range of customers and stakeholders including consultants and contractors; government departments and agencies; other local governments; the business community; vendors and suppliers; and City Leaders and employee.

This role may be required to work outside of normal business hours as part of the delivery of the capital works program.

A challenging aspect of the role is delivering and supporting a range of capital works projects within a dynamic environment that includes changing and competing priorities with tight timeframes.

The City values an agile workforce where people are engaged to deliver excellent customer outcomes and have the aptitude to adapt to changes in the internal and external environment. As such, all roles may be required to work in any Service Unit across the City and perform activities outside of those described in this position description, aligned to the incumbent’s skills, qualifications and training. A positive, proactive approach to change is required.

**FUNCTIONAL ACCOUNTABILITY**

Develop, deliver and support a range of capital works projects in line with established objectives, meeting both customers’ needs and corporate standards.

Encompasses an individual person delivering outputs to meet their own individual performance outcomes aligned to business objectives and set out in their annual performance review.

**KEY ACCOUNTABILITIES**

**KEY RESULTS AREAS**

**OUTCOMES**

Collaboration & Teamwork

- Contributes to a cohesive team environment by sharing information, supporting and assisting colleagues in a proactive manner to meet goals and deadlines.
- Thinks critically and actively collaborates with colleagues and Leaders.
- Contributes to the development of business improvement initiatives.

Customers & Stakeholders

- Acts as a point of contact for customers and stakeholders and responds to enquiries ensuring that these are addressed, resolved and/or re-directed for resolution.
- Liaises with customers and stakeholders to deliver service excellence, ensuring that information is accurate, consistent, clearly communicated and issues are resolved in a timely manner.
- Communicates with key customers and stakeholders to facilitate exchange of information and support project completion in line with project plans.

Efficient & Effective Delivery

- Provides a range of project management and contract management services relative to designated project size and complexity, including preparation of reports and briefs, coordinating resources, and implementing and monitoring project plans, in accordance with the City’s Project Management Framework ensuring that projects are delivered on time, within scope and within budget.
- Prepares and maintains project documentation for reporting, monitoring and evaluation purposes, ensuring accessibility of quality information that contributes to the achievement of project outcomes.

- Sources, collates and compiles data and information to identify emerging issues and track and report on project progress against established milestones and deliverables.
- Undertake research and analysis, identifying trends, opportunities and issues, and developing evidence based options and recommending solutions.
- Prepares reports in functional area or activity tailored to the needs of the audience.
- Processes and practices are continually reviewed, ensuring delivery of quality outcomes and results for customers.
- Proposes innovation and business improvement initiatives within area of accountability activity.

#### Systems & Processes

- Maintains relevant registers, databases and systems, ensuring that information is accurate, stored correctly and accessible as required and meets legislative requirements.
- Follows the City's administrative systems and processes, ensuring that information is accurate, stored correctly and accessible as required.
- Contributes to the development of processes and procedures that support the work of the Service Unit.
- Contribute to the establishment for the project contract administration program.

#### Resources, Governance, Compliance & Risk

- Manages project resources, including consultants and contractors, to deliver project outcomes in line with milestones, timeframes and budget.
- Procures resources to support the delivery of projects, in accordance with relevant policies processes and procedures.
- Ensures knowledge of and complies with safety, legislative, regulatory, financial and administrative frameworks.
- Represents the City in an honest, ethical and professional way, ensuring adherence to the City's Code of Conduct.
- Demonstrates high and proactive concern for health, safety, environment, community and the City's reputation.

### CAPABILITIES REQUIRED

#### Qualifications, Requirements and Experience:

- Tertiary qualification in relevant discipline such as Engineering, Architecture, Landscape Architecture, Environmental Science or Project Management preferred.
- National Construction Induction Certificate (White Card).
- Relevant experience in a similar role.
- Intermediate experience in the efficient utilisation of information systems and technology.

#### Skills and Knowledge:

- Intermediate computing, numeracy and literacy skills.
- Advanced organisational skills with the ability to prioritise competing tasks.
- Intermediate customer service skills.
- Advanced communication and problem-solving skills.
- Advanced research and analysis skills.
- Intermediate negotiation and influencing skills.

- C class Drivers Licence.
- Knowledge of project management principles and practices.
- Knowledge of building construction practices and methodology.
- Knowledge of the practical application of occupational health and safety measures in the workplace, including operations where interaction with members of the public may be reasonably expected to occur.

**Key Stakeholder Relationships:**

- Support the Project Director Strategic Projects, Senior Project Managers and Project Managers to assist them to carry out their roles.
- Communicate, engage and provide support / advice to relevant stakeholders and customers.

**Role Authorities:**

- Local Government Act Regulations and Act delegations, specific to the role.
- Required to exercise responsibility and use of initiative and judgment in problem solving and support at a Team Member level.

**VERIFICATION**

The content of this Position Description is an accurate statement. Position Descriptions will generally be reviewed and updated where necessary and / or within a period of 12 months.

**Leader:**

Christopher Forde  
Project Director Strategic Projects

**Signature:**

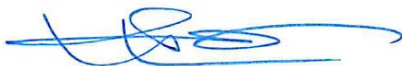


**Date: 08/01/2025**

**Next Up Leader:**

Harminder Singh  
Director Assets

**Signature:**



**Date: 08.01.2025**