

# POSITION DESCRIPTION

---

<b>Position Title:</b>	Project Delivery Officer
<b>Position Number/s:</b>	INF-061
<b>Employment Type:</b>	Full Time - Permanent
<b>Agreement:</b>	Charters Towers Regional Council Union Collective Certified Agreement 2023
<b>Award:</b>	Queensland Local Government Industry (Stream A) Award 2017
<b>Classification:</b>	Level 4
<b>Directorate:</b>	Infrastructure Services

## POSITION OBJECTIVE

Under general direction, this position is responsible for the development and coordination of infrastructure project documentation, including project plans, programs and associated documents, for Councils Infrastructure Services department.

## ORGANISATIONAL RELATIONSHIPS

Reports to:	Project Delivery Manager
Directly supervises:	Nil

## DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

## KEY RESPONSIBILITIES

1. Collaborate with key internal stakeholders to identify, define, and develop project documentation consistent and relevant to Council Project Management Framework.
2. Liaise with external stakeholders as required to ensure project documentation is as accurate and holistic as reasonably possible.
3. Analyse financial data, including project budgets, risks, and resource allocation and the provision of financial and budget reporting to Senior Managers. Coordinate with stakeholders to develop documentation for each phase of the project lifecycle in accordance with the requirements of the Project Management Framework:
  - a. Project Initiation.
  - b. Project Planning.
  - c. Project Implementation and Monitoring.
  - d. Project Closure.
4. Monitor project progress and reporting requirements and action as required. Monitoring and reporting requirements include but are not limited to:
  - a. External funding bodies
  - b. Internal funding (capital and/or operational)
  - c. Project reporting requirements (Project Steering Groups, etc.)
  - d. Monitoring Gantt Charts (or similar) for individual projects and programs, and monitoring and reporting on progress as required.
5. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the *Work Health and Safety Act 2011*. These obligations include reporting of injuries, incidents, and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure.

# POSITION DESCRIPTION

6. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

## POSITION REQUIREMENTS

### | Knowledge, skills and abilities |

#### Essential:

- Demonstrated experience in high level administration in relevant discipline/s.
- Proven high level proficiency in the use of desktop software, to prepare a wide range of internal and external correspondence and documentation.
- Strong leadership, interpersonal, and communication skills.
- Demonstrated, well-developed time management skills with the ability to work under pressure and meet concurrent deadlines.
- 
- Proven ability to plan, execute and complete programmes and projects within set timeframes.
- Strong attention to detail.
- Experience in coordination and development of multiple projects including monitoring and reporting on progress.
- Knowledge and experience in risk management practices.
- Proven experience with Microsoft Office
- Ability to exercise judgement and initiative where procedures are not clearly defined.
- Ability to contribute to team direction, provide and receive feedback and achieve agreed performance standards to contribute to a culture of performance excellence.

#### Desirable:

- Project Management experience (or ability and willingness to learn/upskill.)
- Microsoft Project experience

### | Education/Qualifications |

#### Essential:

- Relevant qualifications or development demonstrably relevant to project management and delivery of complex projects.
- General Construction Induction Card – Queensland.

### | Licences |

#### Essential:

- Possession and maintenance of a Queensland 'C' Class Driver Licence

## PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

- This position is primarily an indoor role and requires sufficient physical ability to work in a shared office setting, which involves prolonged periods of sitting and/or standing at a desk and operating a computer and telephone.
- This position is required to carry out light to moderate manual handling, bending, kneeling, twisting, squatting, lifting, and carrying.
- This position may require the incumbent to undertake periodic field visits.
- This position may be required to travel.
- Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Councils P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

# POSITION DESCRIPTION

## POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

**Executive**

**Manager:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_

**CEO:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_

## POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

**Incumbent:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_