



Capital Works Planning Officer

Directorate	Department
Infrastructure	Strategic Infrastructure
Position No	Enterprise Agreement Classification
EAS03	Band 6
Reports To:	Direct Reports
Coordinator – Capital Works Planning	N/A

What we trust you to deliver

The Capital Works Planning Officer supports the coordination, planning, development and monitoring of Council's Capital Works Program and is responsible for a number of service delivery outputs. The Capital Works Planning Officer will work collaboratively with other organisational teams to develop a strong team-based approach to the planning and delivery of Council's Capital Works program.

What you will need to thrive

- Knowledge and experience in Municipal and/or Civil Engineering along with capital Works planning and programming.
- Demonstrated ability to strategically plan, scope and prepare documentation to support the implementation of Capital Works projects.
- Sound budgeting and financial skills.
- Experience in the Capital Program management, including the planning, implementation and management.
- Experience in project management.
- Effective written and verbal communication skills and good customer relationship skills.
- Values and behaviours aligned to those of Knox City Council.

What success looks like

1. Provide support and assistance within the Infrastructure Directorate in the preparation, implementation, management and reporting of Council's Capital Works program and related tasks.
2. Accommodate, support and assist in the preparation and implementation of process improvements, financial reporting, risk management procedures and internal audits relating to delivery of Council's infrastructure assets.
3. Liaise directly and provide support and advice to Program and Delivery Coordinators and Managers across all directorates to ensure sound planning and program management processes in delivering Council's Capital Works processes.
4. Undertake a range of municipal engineering and capital works management tasks as directed
5. Work with stakeholders to progress a logical and systematic project planning process
6. Provide support with the Planning, Design and Management of Capital Works planning process
7. Review cost estimates and provide advice to support improvements to the Capital Works planning process.
8. Provide Program Management design and support to facilitate planning and delivery of Council's Capital Works Program Development in conjunction with Program Managers and Coordinators.
9. Review project documentation (needs analysis, project scoping, design briefs, specifications and cost estimates) as a part of a project planning methodology to support scoping and design of priority capital projects.
10. Provide support for external grant and funding submissions in line with Council's Funding Allocation Policy.



11. Review Capital Works program submissions to ascertain project readiness incorporating appropriate risk methodologies.
12. Facilitate the planning and delivery of capital works planning projects are on time and within budget constraints.
13. Coordinate and support internal Capital works program meetings.
14. Provide administrative support for financial management and the Capital Works Reporting System.
15. In conjunction with the Capital Works Coordinator, provide administrative support to the Capital Works variation process, including documentation, system updates and stakeholder communications.
16. Provide excellent service to all internal and external customers with regards to capital works planning advice and engineering matters.
17. Provide engineering and planning support and advice to other departments within Council, external community members and other interested parties.
18. Provide input for effective risk management initiatives that will reduce exposure to loss or reputational damage related to Capital Works planning and implementation.
19. Support the development and review of capital works documentation including scope of works, specifications, project funding, tender documents, tender evaluation reports and project manage reporting related to Capital Works.
20. Undertake investigations as directed and provide input in the preparation of technical reports for presentation to Management and/or Council on Capital Works related matters including strategies and policies.
21. Actively participate in Council's approach to performance, development and review process ROADmap. Your ROADmap is the opportunity to bring your whole self to work through celebrating your talents and strengths and supporting your performance and development
22. This role may also be required to carry out other such duties as are within the limits of the employee's skills competence and training.

The expertise you bring (including qualifications and experience)

- Degree or Tertiary qualification combined with relevant experience

OHS, Risk Management, Equal Opportunity, Child Safe Standards and Charter of Human Rights

- Adhere to Council's Health and Safety, equal opportunity and risk management policies, plans and procedures as well as act in accordance with the Charter of Human Rights.
- Demonstrate and promote workplace behaviours that does not discriminate, bully or harass.
- Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements.
- Adhere to policies and procedures to prevent injuries to people and damage to assets and property including reporting of these matter.
- Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions.
- Promote positive mental health and wellbeing within your team and work towards the prevention of mental injuries and illness in workplace.
- Ensure a child safe environment and contribute to a culture of child safety by fulfilling the requirements and responsibilities outlined in legislation, including the Child Safe Standards, Reportable Conduct Scheme and Council's Child Safe Policy and Procedures.

Our Customer Promises

Our customer promises are our commitments to our customers.

- We care: we listen and take the time to understand you and what you need.
- We're helpful: we're easy to deal with, professional and focused on clear, practical outcomes.
- We're fair: we work to meet your needs, while balancing our community obligations.
- We're knowledgeable: we'll let you know what we can do to help and help you anticipate what else you might need.
- We're accountable: we'll guide you through the next steps, always follow through and work with our colleagues to keep you informed of our progress.

Who you will work with:

Internal:	External:
<ul style="list-style-type: none"> • Senior Managers • Council Staff 	<ul style="list-style-type: none"> • Contractors • Consultants • State Government authorities and departments (e.g. VicRoads, Melbourne Water, relevant Victorian Government departments). • Other Local Government authorities. • Municipal Association of Victoria. • Ratepayers and members of the public.

Accountability and extent of authority

- Provide specialist advice on planning and design of municipal/ civil engineering/ capital works planning issues which impact on Capital Works deliverability.
- Freedom to act set by clear objectives and/or budgets, with a regular reporting mechanism; effect of actions taken is usually limited to quality or cost of programs/projects.
- This position operates with minimal supervision day to day and is expected to work in a collaborative manner with other members of the Department and Directorates.
- Formal input into policy development within the area of expertise and/or management.

Judgement & Decision Making

- Work is usually specialised – with methods and procedures developed from theory or precedent.
- Problem solving may involve application of these techniques to new situations.
- Guidance and advice is usually available.

Specialist Skills and Knowledge

- Typically, proficiency in the application of a theoretical or scientific discipline.
- Understanding of long term unit goals and policies of unit and wider organisation.
- Position requires a familiarity with budgeting techniques.
- Computer literate and good skills with Microsoft Office products.

Management skills

- Strong skills in managing time, setting priorities, planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Prepare business cases and/or funding proposals and submission, as required.

Interpersonal Skills

- Influencing skills/ gaining cooperation and assistance from other authorities, contractors and consultants.
- Develop clear and concise reports to organisational standards, if and as required.
- The ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees.
- Be able to liaise with counterparts in other organisations to discuss specialist matters and with other employees in other teams in their own organisation to resolve intra-organisational problems.

Inherent Requirements

The inherent requirements of the role are provided in the job advertisement as well as on Council's [Recruiting and Selecting for Excellence](#) page.

Within reason, and subject to Council's obligations under legislation, it is expected that a person conducting this type of work will have the capacity to perform the genuine, reasonable and inherent tasks of the role.

Conditions of Employment

Conditions of employment are in accordance with the **Knox City Council Enterprise Agreement** and the Knox City Council Code of Conduct. Applicants will require the following:

Satisfactory Police Check	ID Verification Check	Working with Children Check
Reference Check	AU Entitlement to Work	Current Victorian Drivers Licence
Qualification Verification	Functional Testing	

About Knox

Making a difference to others and our community is at the heart of everything we do at Knox. Future Ready Knox connects our vision, aligns our purpose with values, strategy and people experience. We all have an important role to play, in working together we will achieve all we aim for and more.



Our Values

Our values are the foundations to our success and culture at Knox. They represent what we stand for, inspire us to bring our whole selves to work and create a shared understanding to align the way we work with our vision and purpose.



Make a difference daily



Inspire and facilitate success



Think big act bold



Do what is right (not what is easy)

THRIVE: Our Future Ready Knox Strategy

The world we live in is changing, placing ever more focus on people and what it means to be human.

It is time we reimagine the future of work and adapt how we lead our changing business, so we evolve and remain purposeful for our residents, our community and our City. We all have capacity to adapt and evolve. It is through harnessing our changing skillsets and mindsets, and working and learning together that we will bring out the best in each other and create a future we can all feel good about.



Adaptive future

We will pursue the future with a clear strategy of excellence and service. We will never stop learning and growing. We will be a resilient, adaptable and sustainable workplace comprised of thriving people working together to fulfil our core purpose: empowering our diverse community to thrive and prosper.

Evolving culture

We strive to be an agile organisation built on a foundation of psychological safety and trust in our leaders, our teams and ourselves. We will be defined by our love of learning, innovation and growth. We will be led by wholehearted humans who bring out the best in our people and drive collective ownership of our vision, strategy and values. This will ensure we respond, adapt and thrive in a rapidly changing world.

Flexible workplace

We will thrive in our inclusive and connected workplace, defined by flexible practices and spaces, and enabled by new technologies and business intelligence. These will support our people to explore and adopt new ways of thinking, learning and working that ultimately deliver greater value to our community.

Thriving people

We will be defined by our resilient, diverse and capable people and will support them to keep growing and leveraging their passions, talents and skills. We will improve the ways we engage and communicate, embrace productive conflict and hold each other accountable for our commitments. We will harness our collective potential to make a difference and create a future we can all feel good about.

Please refer to our website www.knox.vic.gov.au for more information about Knox City Council.