

**A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES
ENJOY A VIBRANT LIFESTYLE**

Technical Officer - Projects

Division	Projects and Asset Services	Department	Building and Facilities Operations
Reports To	Team Leader - Contracts and Compliance	Direct Reports	No

Position Purpose

Undertake & support assigned project development and delivery objectives, providing a range of technical advice in relation to the development and implementation of specifications and standards for the cost-effective delivery of departmental facilities' equipment, programmed maintenance, projects and service contracts.

Key Responsibilities and Outcomes

Operational

- Develop and review departmental procurement, tender and contract documentation.
- Develop and implement a suite of technical standards to inform and guide a range of building and equipment maintenance practices and contract delivery.
- Act as the lead in undertaking a range of investigations, audits and analysis of relevant outcomes.
- Manage assigned projects and contracts including the performance of contractors and sub-contractors.
- Act as the lead in the establishment of quality management systems to support efficient service delivery outcomes and contract administration processes.
- Act as a key point of contact and provide technical advice for all project matters relating to Council's buildings and facilities coordinating project cost reporting, defect limitation and timely project completion.
- Build high level relationships with a range of internal and external stakeholders to ensure quality service outcomes.

Values

At Moreton Bay Regional Council we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a team member, you will take individual accountability for demonstrating the values, expectations and behaviours.

Decision Making

Budget - Nil

Delegations - Delegations under the *Local Government Act 2009* and as directed and published in Council's Delegation Register.

Knowledge & Experience

- Demonstrated experience in the provision of specialist administrative and operational advice to a range of key stakeholders.
- Solid level of knowledge and experience in applying a range of technical expertise in project and contract management and delivering on work priorities for various stakeholders.
- Well-developed people and relationship management skills with demonstrated ability to work in positive team environment communicating and engaging effectively at all organisational levels.
- Well-developed ability to review technical and nontechnical aspects of buildings and facilities contracts.
- Strong level of investigative, analytical, research and technical report writing skills and experience.



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- Well-developed project and risk management skills with ability to recognise triggers and mitigate time, cost and quality deficiencies and implications.

Qualifications

- Tertiary qualification in building and construction or other relevant field.
- Current C class driver's licence.
- Construction Induction Card competency that has been used or obtained within the past 2 years.

This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.