

Role Description



Position Title Project Support Officer

Position Number OPS294

Purpose of Role

Provide technical expertise and advice on issues relating to operational matters to assist with the coordination of maintenance and renewal projects.

Specific Responsibilities

Assist with the planning and coordination of operational projects, including compiling and presenting technical reports for consideration by stakeholders.

Assist with the planning, preparation and delivery of operational annual and multi-year maintenance programs including advice on budget and operational efficiencies.

Assist with the management of maintenance and renewal projects including stakeholder engagement, approvals, design, costing, procurement, construction management and contract management.

Provide advice to key stakeholders on relevant projects and technical matters in relation to the provision of departmental operations.

Assist in the implementation and development of asset management strategies and processes for operational works undertaken.

Provide support in the delivery and implementation of agreed programs and projects relating to roads, drainage, marine asset maintenance, grounds maintenance, parks infrastructure and natural areas.

Correctly use and maintain plant and equipment provided, including all personal protective equipment, in accordance with manufacturer's instructions, council's safety policy and procedures.

Develop and maintain a level of technical expertise sufficient to carry out duties.

Act as a point of contact for council and provide solutions to complex customer requests/ complaints.

Work Experiences and Skills – essential

Demonstrated relevant experience in a similar role or a role requiring a similar skill set.

Excellent time management and project coordination skills to achieve proficiency and effectiveness in managing conflicting priorities and meeting deadlines.

Proficiency with Microsoft Office suite of programs and the ability to develop proficiency with council's corporate systems.

Well developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.

Academic, Trade Qualifications and other Licences - essential

Certificate III in Civil Construction, Horticulture, Arboriculture, Project Management or relevant field.

Construction Induction Card competency that has been used or obtained within the past 2 years.

Current C class driver's licence.

Recordkeeping

In accordance with council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

Project Support Officer

OPS294

Page 1 of 2

Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

Work Location

You may be required to perform your role from any work location within the region.

Diversity Undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Organisational Expectations

