

## Senior Technical Officer - Project Delivery

### Position Description

<b>Directorate</b>	Project Delivery, Waste and Disaster Management	<b>Department</b>	Project Development and Delivery
<b>Reports To</b>	Coordinator Project Delivery	<b>Direct Reports</b>	No
<b>Queensland Local Government Industry Award - State 2017 -Stream</b>	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	<b>Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level</b>	Schedule 1, Level 6

### Position Purpose

This position will oversee minor and complex contract construction projects including tendering, coordination and supervision of the construction process in accordance with relevant legislation, standards and regulations.

### Key Responsibilities and Outcomes

As a Senior Technical Officer and member of the Project Development and Delivery team you will:

- Oversee complex contract construction projects including the calling, evaluation and assessment of external quotations.
- Coordinate and supervise the construction process (including contractors) in accordance with relevant construction and workplace health and safety legislation, standards and other regulations that may impact on work carried out.
- Review and audit engineering drawings and technical specifications for construction projects to ensure compliance with business and project requirements.
- Administer both Major and Minor Works contract as Superintendents Representative to achieve project delivery outcome in accordance with Council's procurement and delivery framework.
- Resolve technical issues as they arise by using initiative and judgement ensuring to consult with management regarding possible variations to works under contract.
- Undertake engineering investigations and prepare technical reports and documentation to ensure quality standards and project deliverables are met.
- Monitor contractor performance and adherence to Construction Management and Safety Management plans.
- Set priorities, monitor workflows and prepare project reports including updates on project status and recommendations.
- Provide specialist technical advice, guidance and support internally within the Project Management team and to key stakeholders on construction process related matters.
- Contribute to a positive team environment by providing development support, advice and guidance to motivate team members in achieving a high performance, continuous improvement and customer focused culture.

- Build strong relationships and work collaboratively with key stakeholders through all phases of the project to ensure project deliverables and outcomes are achieved.

### Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

**SERVICE**

**TEAMWORK**

**INTEGRITY**

**RESPECT**

**SUSTAINABILITY**

### Decision Making

Budget	\$5,000
Delegations	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

### Knowledge & Experience

- Comprehensive experience in construction project management; preferably within a local government environment.
- Comprehensive knowledge and applied understanding of quotation documents, design drawings, specifications, schedules.
- Sound knowledge and application of relevant construction and workplace health and safety legislation, standards and other regulations.
- Considerable experience providing specialist technical advice on construction process related matters.
- Excellent time management skills and the ability to manage conflicting priorities and meet deadlines.
- Strong relationship management skills with the ability to build and maintain effective relationships with contractors, clients and engage with stakeholders at all levels.
- Strong communication skills (both verbally and in written form) and the ability negotiate and influence project outcomes.

### Qualifications

- Degree in Engineering, Diploma or Cert IV in Construction Management and/or Project Management or equivalent and relevant experience in a similar role.
- Current C class driver's licence.
- Construction Induction Card competency that has been used or obtained within the past 2 years.

Note: 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.