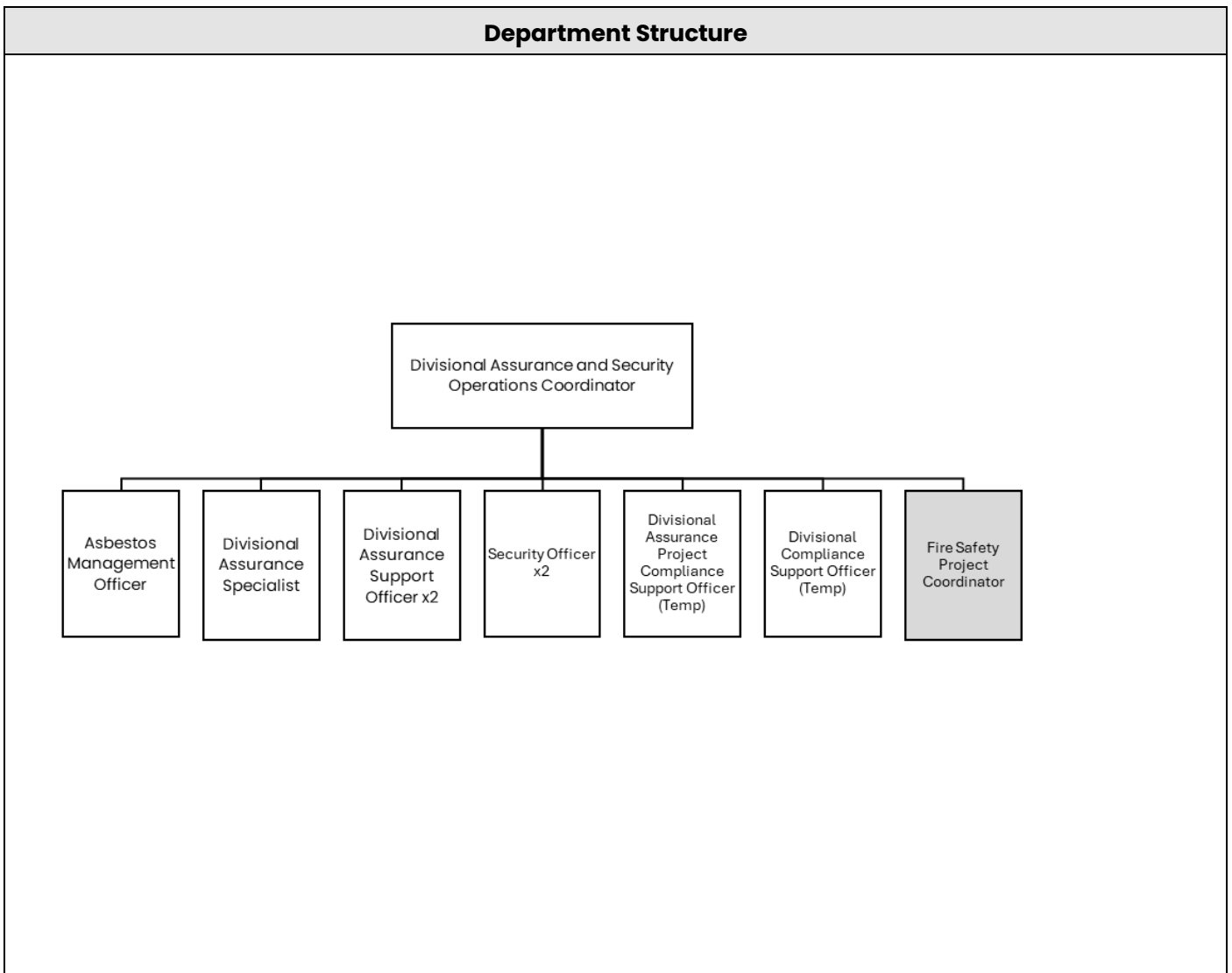


Position Description

Position Title:	Fire Safety Project Coordinator
Grade:	J
Department:	Divisional Assurance and Safety Operations
Date:	August 2024

Position Purpose
Manage the building asset compliance program including the coordination of the Fire Safety Improvement Project relating to all Council buildings. Ensure all asset compliance programs comply with the relevant Legislation and Australian Standards.



Key Result Areas

1. Plan and coordinate Council's Fire Safety Improvement Project

This will include the following coordinating the following tasks relating to Council buildings:

- Coordinate fire safety assessments for identified Council buildings
- Coordinate the development of new or revised fire safety schedules for identified Council buildings
- Provide high level technical advice to internal stakeholders on matters relating to fire safety
- Ensuring that regular meetings are held with, and updates are provided to internal and external stakeholders.
- Ensure that Fire Safety data is managed in a manner which captures all requirements of the Fire Safety Improvement Project. This includes the development of a new reporting and data management platform.
- Coordinate the Annual Fire Safety Statement Processes for Council buildings.
- Ensure appropriate fire safety processes are implemented and followed for new and renovated Council buildings.
- Oversee the development and implementation of Fire Safety Registers for identified Council buildings.
- Assist the Divisional Assurance and Security Coordinator develop and manage the Fire Service Contract
- Manage contractors related to the Fire Safety Improvement Project
- Work with internal and external stakeholders to ensure that required maintenance is undertaken and required corrective works are completed.
- Coordinate the tender process related to Annual Fire Safety Statement practitioners.
- Be the point of contact for all internal and external stakeholders in terms of fire safety relating to Council buildings

2. Project and Stakeholder Management

- Establish positive working relationships with colleagues both within and outside Penrith City Council to foster good relations, information networks and a positive profile for Penrith City Council activities.
- Provide leadership, motivation and guidance to team members and project teams.
- Provide guidance and feedback to other team members and management to ensure organisational, team and individual key performance indicators are achieved.
- Apply effective project management principles and practices and deliver on agreed project actions, reporting and milestones.
- Meet project milestones, deliver project outcomes to a high professional standard, and demonstrate value for money
- Preparation and presentation of reports and memos to Council's leadership.
- Ensure effective financial management principles and practices are applied (including the preparation of budgets, financial reports and triple bottom line reports) to the project.
- Ensure 100% participation in MyPlan and provide clear feedback to ensure organisational and personal development objectives are achieved.

Key Result Areas

5. Contractor Supervision and Management

- Ensure staff, contractors and consultants comply with Council policy and procedures.
- Conform to Penrith City Council policies and practices and comply with Penrith City Council procedures and probity requirements, Anti-discrimination and Work Health and Safety legislation and promote the establishment of equal employment opportunity in accordance with agreed Government policy.
- Manage contractors to ensure the safe and effective delivery of services to Council. This will include:
 - Conducting procurement processes
 - Inducting Contractors
 - Managing contractors on site (where required).
 - Ensuring that appropriate management practices are in place to ensure delivery of services is provided in an agreed timeframe.

6. Corporate Governance

Major Actions

- Adhere to Council's Code of Conduct, Values, and Behaviours and relevant policies and procedures.
- Ensure work is carried out in line with relevant legislative and statutory requirements and/or industry codes, practices, and standards.
- Contribute to promoting a culture within the organisation that ensures adherence to Corporate Governance guidelines and principles.
- Keep abreast of development and trends in all 3 levels of government and business.
- Aid the General Manager and a Sole Reviewer/Conduct Review Panel in case of an alleged breach of Council's Code of Conduct

7. Corporate Planning and Reporting

Major Actions

- Contribute to the development, implementation, and achievement of the Community Plan, Delivery Program, Operational Plan, and other plans or documents as required by the General Manager, the Council, and Local Government Act and Regulations.
- Report on the progress of assigned service activities, projects, actions, and budgets within required timeframes.

8. Communication and Customer Service

Major Actions

- Provide effective service to Council customers, the community, and internal staff.
- Present a positive image of Council.
- Liaise and negotiate with the community, government/non-government agencies, and other professional and Council staff on a range of matters.
- Effectively communicate in a range of forums on Council's objectives, activities, and priorities

9. Work Health and Safety (WHS) and Injury Management (IM)

Major Actions

- Communicate WHS and IM policies.
- Attend training as required and ensure completion of training by supervised staff.
- Manage the procedural development and implementation of risk assessments and ensure they are reviewed in line with designated timeframes.
- Manage implementation and use of risk control measures.
- Participate in consultative processes for the management of WHS, and ensure consultation processes are available to, and used by, supervised staff.
- Contribute to the maintenance and continuous improvement of the WHS management system to ensure compliance with WorkSafe NSW and relevant legislation.
- Report progress of the implementation and monitoring for compliance of the WHS management system to CLT.
- Coordinate and assist, as required, in the injury management process to ensure the earliest possible return to work for injured employees.

Essential Criteria

- Tertiary qualification relating to fire safety and/or has appropriate qualifications to be an unrestricted building surveyor.
- Demonstrated experience in coordinating projects, relating to buildings assets, essential services, fire safety and BCA Compliance.
- High level working knowledge of BCA, Fire Safety Regulations and Australian Standards relating to essential services.
- Demonstrated experience and knowledge in relation to fire safety compliance and essential fire safety measures.
- Demonstrated experience in managing contractors to ensure the safe and effective delivery of services.
- Demonstrated ability to run stakeholder engagement activities, including meetings or forums.
- Proven and sound working knowledge of relevant local government legislation.
- Demonstrated working knowledge of Microsoft Excel and the ability to create formulas and functions.
- Current Class C driver license.

Desirable Criteria

- Working knowledge of asset software packages (e.g. Technology One – Works and Assets System)
- Sound working knowledge of relevant local government legislation