

## Civil Infrastructure Delivery Coordinator

13 November 2024

### Position Number

500578

### Directorate

Economy, Growth &  
Infrastructure

### Department

Capital Works

### Reports to

Manager Capital Projects and  
Delivery

### Classification

Band 8

### Employment Status

Permanent

### Location

Broadford  
Flexible Working  
Arrangement

### About the Role

The Civil Infrastructure Delivery Coordinator will lead a team of Engineers and Project Managers to deliver a diverse and complex suite of road and open space capital projects for the Mitchell community and be the senior project manager, undertake the delivery of high-quality community infrastructure projects on time, within budget and to Council standards and specifications. The Civil Infrastructure Delivery Coordinator will work to provide best practice Project Management services to Project Sponsors for the delivery of capital works projects in accordance with Council's Project Management Framework and deliver specialist advice and assistance in the planning, design, project management, monitoring, auditing, and renewal of Council's civil infrastructure assets.

### Key Responsibility Areas

#### Staff Supervision and Performance Management

- Provide accountable, competent, and effective supervision of staff reporting to this role
- Conduct regular performance reviews and assist staff to demonstrate their satisfactory performance through evidence-based achievements
- Ensure ethical and professional compliance of the team members throughout the project delivery
- Provide timely and constructive feedback to the team members
- Work collaboratively with the capital works coordinator and manager, engineering & major projects in ensuring the performance levels are achieved by individuals and the team as a whole

### Capital Project Planning and Design

- Preparation of project scopes, briefs and cost estimates for funding submissions as assigned by the capital works coordinator
- Coordinate the development of concept and detailed designs for review by Project Sponsors
- Develop project plans, stakeholder engagement plans and associated project documents
- Ensure appropriate project Gantt charts/ and portfolio schedules are created and maintained by team members
- Ensure project management plans are created and signed off by team members prior to commencement of projects
- Ensure phase gate reports are signed off by team members prior to move to next phase gate
- Liaise and manage engineering consultants and architects regarding allocated capital works projects
- Liaise with relevant Council departments, user groups and key stakeholders to resolve issues and develop projects associated with Council assets and facilities
- Assist in the development of Council's annual and long-term asset renewal program in consultation with service managers and key stakeholders to meet the objectives of Council's asset management plans

### Capital Project Delivery

- Prepare contract documentation and specifications for capital works; call and assess tenders, tender award, and administer contracts
- Ensure team members are provided guidance and support in contractual matters
- Oversee contracts with external providers against service delivery specifications, timelines, and financial performance indicators
- Develop and maintain best practices and tools for project execution and management
- Maintain effective project and contract management systems to monitor project expenditure against budget and forecast project costs
- Identify and manage project dependencies and critical paths
- Maintain an effective system to record and monitor project variations
- Proactively manage changes in project scope, identify potential causes and devise contingency plans
- Supervise capital works projects by carrying out site inspections and attending/organising site meetings
- Provide direction and effective leadership to ensure capital projects are completed on time, within budget and to Council standards
- Maintain and continuously improve contract quality control procedures to ensure contractors meet specified standards and safety requirements
- Ensure that work sites are properly protected and signed at all times by Contractors and that all safety requirements are met in accordance with the contract requirements
- Comply with Council's Procurement and Contract Management Policies in the delivery of Capital Works Projects
- Ensure activities comply with statutory requirements

- Maintain an excellent customer service interface when dealing with enquiries, requests, and complaints from the public

### Capital Project Reporting

- Prepare capital works progress and financial reports on behalf of the team
- Attend meetings with the Capital Works Board as required to provide updates on projects of interest
- Regularly report to the Capital Works Coordinator and Project Sponsors on project status of and any variations to approved budgets and timelines
- Prepare information for asset capitalisation as part of end of year financial reporting
- Conduct project reviews and create a recommendations report in order to identify successful and unsuccessful project elements

### Procurement

- Familiarise oneself with and abide by the Council's Procurement Policy Risk management and occupational health and safety
- Comply with occupational health and safety legislation, risk management requirements and all Council policies

### Other Duties

- Achieve priorities within the Council Plan relevant to the position responsibility
- Develop a strong working relationship with the Road Maintenance and Road Renewal Coordinators including the regular provision of technical and practical advice for road rehabilitation projects
- Responsibilities and duties included in this position description are subject to the multi-skilling and job rotation provisions of the Mitchell Shire Council current Enterprise Agreement and or any supplementary agreements and where applicable the appropriate award

## About You

### Key Selection Criteria

1. Tertiary qualifications in Civil Engineering or other related discipline
2. Demonstrated Project Management knowledge and extensive experience in delivery of civil infrastructure
3. Sound knowledge of road construction principles & techniques
4. Highly developed oral and written communication skills to enable effective communication with a wide variety of people from all levels and background including staff, contractors and the public
5. Sound financial and budgeting skills, including the ability to develop and manage project budget allocations
6. Well-developed negotiation, facilitation and influencing skills
7. Extensive knowledge of best practice contracting and tendering practices

### Pre-employment check(s)

- National Police Check
- Valid Victorian driver's license
- Working with Children Check

## About Mitchell Shire

All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

### Vision

As we grow, we will be leaders in protecting the environment and preserving the country feel and livability of our unique communities, with visionary planning for a cohesive, prosperous, safe, and healthy future.

### Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:



### Structure

Mitchell Shire Council is broken into three Directorates being:

- Strategic Partnerships and Communities
- Economy, Growth and Infrastructure
- Organisational Performance

### Our Commitment to Diversity, Inclusion and Safety

Mitchell Shire Council is an equal opportunity employer committed to an inclusive and accessible workplace that values diversity and upholds the highest standards of integrity and responsibility. We actively welcome and encourage applications from individuals of culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander people, members of the LGBTQIA+ community, and people with disabilities.

This commitment aligns with and supports the standards set by the Charter of Human Rights and Responsibilities Act 2006 (Vic), the Gender Equality Act 2020, the Climate Change Act 2017, and the

Commission for Children and Young People Child Safe Standards, ensuring our compliance with human rights, gender equality, climate responsibility, and child safety.

## Position requirements

### Accountability and Extent of Authority

- Accountable to Project Sponsors for the effective delivery of projects
- Frequent consultation with senior staff and regular reporting to ensure adherence to procedures
- Use of discretion is monitored regularly by consultation with the Capital Works Coordinator
- Ability to seek advice from Capital Works Coordinator and experienced colleagues
- The ability to take responsibility for own development, needs and learning
- Freedom to act is set by policies, objectives, and budgets; actions taken may have a significant effect on programs or projects, or on public perception of the wider organisation
- Responsible for the planning, scoping and execution of projects and providing instruction to contractors to achieve an overall result
- Accountable for ensuring records relating to activities are accurate and timely, including work scopes, project plans, procurement documentation and asset capitalisation information

### Judgement and Decision Making

- Independence in decision making, problem solving, and policy development based on specialised knowledge and skills
- Sound investigative, analytical, and creative skills throughout the project lifecycle
- High level problem solving and decision-making skills
- An ability to independently discuss and resolve problems of a technical and general nature with supervisors, engineers, contractors, consultants, and developers
- Ability to think methodically, to design, plan and manage projects
- Application of quality improvement principles to further the long-term goals of Council

### Specialist Skills and Knowledge

- Comprehensive knowledge of Engineering principles, practices, techniques for the review of engineering designs and works methodologies
- Comprehensive knowledge of Council's obligations as a road authority and of traffic and transport management principles
- Comprehensive knowledge of project and contract management principles and obligations
- Strong research and analytical skills to develop reports, policies, or procedures
- Ability to prepare concise reports
- Capacity to produce and provide analysis of statistics and reporting
- Proficiency in the use of personal computers, database applications and Microsoft Office products
- Sound knowledge and familiarity of principles and practices of budgeting, accounting, and financial procedures

- Sound working knowledge of the Local Government Act, Road Management Act, Water Act, and other relevant acts which make statutory demands on Councils with respect to matters of engineering infrastructure
- Knowledge of occupational health and safety requirements and equal employment principles and practice

### Management Skills

- Ability to be a positive mentor to staff and team members
- Ability to lead and motivate staff who are not direct reports to achieve project-based goals
- Ability to plan, manage own time and meet deadlines as well as set priorities and effectively allocate resources when directed
- Ability to mentor staff and manage contractors to deliver Council's objectives on time and budget despite conflicting pressures
- Ability to adapt to and work effectively within a variety of changing situations
- Ability to meet objectives and goals despite conflicting work pressures or resistance to change

### Interpersonal Skills

- Ability to relate to persons from diverse cultural, social, and technical backgrounds.
- Excellent teamwork and communication skills
- Strong ability to gain the trust, support and cooperation of colleagues and stakeholders.
- Ability to negotiate, influence and delegate
- Experience in negotiation and liaison with officers of the various Federal and State service authorities, consulting engineers, urban developers, employees, and tribunals
- Ability to communicate a clear strategy and direction, and accurately translate concepts into action plans and construction plans
- Ability to prepare clear, succinct reports
- Integrity, trustworthiness, and professionalism

### Qualifications and Experience

- Tertiary qualified in Civil Engineering or other related discipline
- A minimum of 8 years relevant experience in the planning and delivery of civil infrastructure as a project manager/project engineer
- Extensive knowledge of civil engineering and construction industry principles & practices
- Experience at working both independently and in a team-oriented, collaborative environment is essential
- Substantial experience in the preparation and award of tenders
- Substantial experience in successfully managing contracts and contractors
- Highly developed oral and written communication skills to enable effective communication with a wide variety of people from all levels and background including staff, contractors and the public
- Highly developed negotiation, facilitation and influencing skills
- Tertiary level qualifications in Project Management or related discipline
- Experience in leading a team of project managers / project engineers would be highly regarded