



Community Infrastructure Planning and Delivery Officer

Position Number:	500514
Directorate:	Advocacy and Community Services
Department:	Community Strengthening
Reports to:	Coordinator Advocacy, Social Policy and Partnerships
Classification:	Band 7
Employment Status:	Permanent
Location:	Civic Centre Broadford or Wallan – all employees may be directed to move either permanently or for temporary periods to other offices within the Shire due to operational requirements.
Date created/amended:	September 2020
Employee signature:	Date: / /

About the Organisation

Mitchell Shire

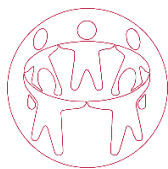
All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

Vision

Together with our Community, create a sustainable 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:



Working Together



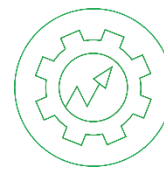
Respect



Customer Service
Excellence



Accountability



Continuous
Improvement

Structure

Mitchell Shire Council is broken into three Directorates being:

- > Governance and Corporate Performance
- > Development and Infrastructure



- > Advocacy and Community Services

About the Role

Objectives

- > To ensure the effective and efficient coordination, planning, funding and delivery of Council's community infrastructure major capital projects within the Community Strengthening program area.
- > Provide effective leadership on cross organisational project management approach to deliver high quality projects on time, within budget and to Council standards.
- > Undertake project sponsorship responsibility on major community infrastructure projects
- > Deliver leading social infrastructure solutions for one of Melbourne's rapidly expanding growth corridors. Develop a 'whole of Council' community infrastructure planning process to improve its rigour, accuracy and alignment to related Council planning/policies to ensure sustainability to meet the needs of a rapidly growing and changing population.
- > Contribute to the development and implementation of a community infrastructure program in accordance with organisational and regional priorities.

Key Responsibility Areas

- > Direct and manage key capital infrastructure project developments from beginning to end for Community Strengthening department
- > Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders.
- > Develop full-scale project plans and associated communications documents.
- > Effective and empowering leadership to a dynamic and highly skilled multi-disciplinary team.
- > Diverse multi-disciplinary project ownership and management across a diverse and rapidly growing portfolio of community infrastructure.
- > Sourcing of funding for key community infrastructure projects including the completion of funding grant submissions
- > Where necessary engage with external consultants to complete project and design concept planning in preparation for future project funding opportunities.
- > Oversee contracts with external providers against service delivery specifications, timelines and financial performance indicators, including milestone reporting and project acquittals
- > Coordinate the provision of data to the management team and external bodies on major capital project related issues.
- > Develop and implement appropriate data collection systems ensuring all costs and works undertaken are accurately recorded.
- > Prepare reports, policies and procedures for consideration by the Manager and Executive Team as required.
- > Conduct project evaluation upon completion and create a recommendations report in order to identify successful and unsuccessful project elements.



Collaboration and customer service

- > Work in partnership with the Project Manager to ensure seamless project delivery
- > Identify and resolve issues and conflicts within the project team, stakeholders and community members.
- > Collaborate with stakeholders to ensure community social infrastructure projects are delivered through partnerships, and take advantage of non-traditional delivery, governance and finance methods
- > Undertake key community engagement processes regarding community infrastructure projects
- > Develop, implement and promote effective communication channels within the Department and across the organisation that fosters collaboration and achievement of shared outcomes in the planning and construction of community infrastructure
- > Develop and maintain an excellent customer service interface when dealing with stakeholders and the public.

Financial and budget management

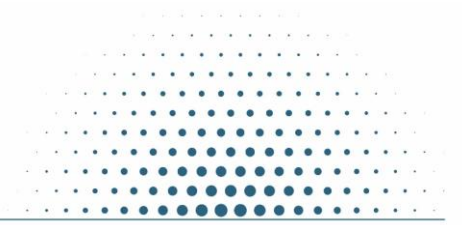
- > Manage project budgets including operational and administrative functions and assist the Manager Owner and Sponsor in the preparation of reports to the Executive Leadership Team and Council.
- > Manage project budgets including forecasting, approving payments and committing expenditure within delegations and ensuring budgets are adhered to.

Contract and Project Management

- > Project management of community hub projects through the planning stages (from the scoping phase to the end of the concept phase) to become 'shovel ready'
- > Work in partnership with the Project Manager to ensure specific initiatives and projects are delivered on time and on budget, as directed by the Manager Community Strengthening.
- > Prepare, with the assistance of the Procurement and Contracts Advisor, all necessary contract documentation and specifications for allocated major capital works projects, in partnership with the Project Manager
- > Participate on the Capital Works Board to ensure appropriate monitoring and oversight of major community infrastructure monitoring
- > Provide accurate, relevant and comprehensive advice to inform the development and execution of Council's community infrastructure projects, and related land management issues ensuring an organisation-wide lens to infrastructure planning is considered.
- > Manage contracts with external providers against service delivery specifications, milestone commitments and financial performance indicators.

Project Initiation

- > Undertake concept planning including concept designs to ensure projects are ready to submit for funding
- > Contribute to the development and implementation of a community infrastructure program in accordance with organisational priorities
- > Completion of budget submissions to obtain project funding



About You

Key Selection Criteria

1. Extensive experience in the management of community infrastructure projects from inception through to completion.
2. Extensive knowledge of community hubs, and project management principles and practices.
3. Experience at working both independently and in a team-oriented, collaborative environment is essential.
4. Positive, proactive and flexible attitude with a continuous improvement mindset.
5. Experience and significant achievement in successful outcome delivery within a sometimes sensitive, time-pressured and political environment.
6. Strong research and analytical skills in order to develop reports, policies or procedures.
7. Highly developed oral and written communication skills to enable effective submission writing and communication with a wide variety of people from all levels and background including partner organisations, government bodies, staff, contractors and the public.
8. Experience in community engagement and stakeholder management

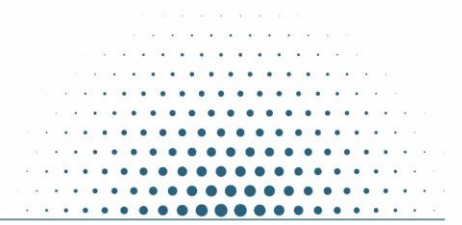
Qualifications and Experience

- > Relevant tertiary qualifications in project management, community services, building or other related disciplines.
- > Substantial experience in a project management capacity and stakeholder management on civic and community facilities.
- > Relevant social Infrastructure planning skills

Position Requirements

Accountability and Extent of Authority

- > Accountable for the planning and delivery of Council's community infrastructure major capital works in consultation with internal and external stakeholders;
- > Providing high quality, well researched, accurate and timely information when developing reports, policies, advice and other information as required;
- > Coordinating the major capital projects delivery functions, including staff, budgets and programs being developed and implemented to ensure goals and objectives are being met;
- > Efficient and effective delivery of community infrastructure capital project delivery functions within pre-determined cost, quality and time constraints;
- > Ensuring that allocated tasks are carried out in accordance with Council's policies and procedures, professional standards and code of practice, Acts, Guidelines and Regulations, in a timely, accurate and efficient manner;
- > Adopting a pro-active risk management approach to all Council activities that the incumbent is responsible for to ensure that risks are identified, quantified and controlled, and that Council employees, contractors and the community are protected against reasonable loss;



- > Maintaining confidentiality on appropriate matters and adherence to Council policies regarding the transmission of information.

Authority to:

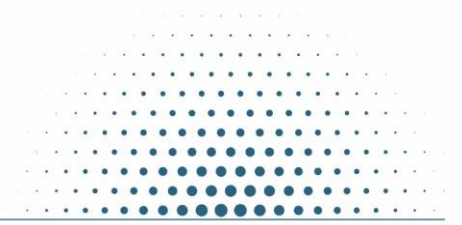
- > Coordinate independently with internal and external stakeholders, suppliers and management including developing work plans and proposals for approval by the Manager Community Strengthening;
- > Developing of systems and processes, initiation of contracts and provision of reports as required. This position has the freedom to apply creativity and innovation in initiating new approaches or building strategic partnerships which support more holistic social community planning outcomes.
- > Provide high level operational and policy advice to managers and Council;
- > Directly influence and contribute to the planning for the capital project delivery related policies and processes;
- > Consolidate and review operating procedures and systems for approval by the Manager Community Strengthening;
- > Make decisions and approve and sign documents in accordance with Council's Delegation of Authority.

Judgement and Decision Making

- > Independence in decision making, problem solving, and policy development based on specialised knowledge and skills.
- > Skills in research, investigation, analysis and interpretation of a wide range of information and applying this knowledge to decision making, policy development and application guiding principles.
- > Judgement in applying the requirements of the principles and systems development relating to capital project planning and maintenance.
- > Judgement in applying quality improvement principles in ways which further the long-term goals of Council and which reflect Council's values and aspirations
- > Diverse and wide range of specialist technical and analytical skills recognising that judgement and decision-making processes may involve significant levels of complexity and research
- > Conduct ongoing reviews of work practices, workflow, systems and skill sets in relation to capital project delivery to achieve organisational outcomes.
- > Proactively manage changes in project scope, identify potential crises, and devise contingency plans.
- > Participate in tendering processes including tender evaluation and implementation

Specialist Skills and Knowledge

- > Extensive experience in the management of community infrastructure projects from inception through to completion.
- > Extensive knowledge of community services, project management and asset management principles and practices.
- > Extensive experience in the completion of funding submissions
- > Substantial experience in successfully managing contracts and contractors.
- > Demonstrated knowledge and skill in quantitative and qualitative research methodologies, including demographic analysis, needs analysis and community engagement practices
- > Strong research and analytical skills in order to develop reports, policies or procedures.



- > Capacity to produce and provide analysis of statistics and reporting.
- > Technically competent with various software programs, such as MS Project and other relevant programs and systems.

Management Skills

- > Ability to manage time, set priorities, plan and organise own work and that of others under the position's supervision.
- > Ability to lead, negotiate and influence outcomes with project partners and funding bodies.
- > Ability to lead and motivate to achieve team-based goals.
- > Ability to meet objectives and goals despite conflicting work pressures or resistance to change
- > Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
- > Can react to project adjustments and alterations promptly and efficiently.
- > Ability to bring projects to successful completion through political sensitivity

Interpersonal Skills

- > Highly developed oral and written communication skills to enable effective communication with a wide variety of people from all levels and background including partner organisations, government authorities, staff, contractors and the public.
- > A good sense of humour, common sense and resilience.
- > Well-developed community engagement skills
- > Well-developed change management, negotiation, facilitation and influencing skills.
- > Ability to gain cooperation and assistance from other employees, and external contacts.
- > Ability to effectively prioritise and execute tasks in a high-pressure environment is crucial



Appendix A - Conditions of Employment and Responsibilities

Agreements, Legislations and Awards

Employment conditions for all employees are in accordance with the relevant award, employment contract, industrial agreement, organisational policies and procedures as amended.

Current Certified Agreements at Mitchell Shire Council are:

- > Mitchell Shire Council Enterprise Agreement No 7 2017-2020
- > Early Education Employees Agreement 2016

Current Awards at Mitchell Shire Council are:

- > Victorian Local Authorities Award 2001
- > Nurses (ANF Victorian Local Government) Award 2002
- > National Training Wage Award 2000

Asset Management

Employees are expected to familiarise themselves with and abide by the Council's Asset Management policies, plans and strategies.

Charter of Human Rights Compliance

Council employees should demonstrate, respect and promote the human rights set out in the Charter of Human Rights and Responsibilities by:

- > Making decisions and providing advice consistent with human rights
- > Actively implementing, promoting and supporting human rights

Child Safe Standards

Mitchell Shire Council is committed to ensuring the implementing of Child Safe Standards within our organisation. As such:

- > All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse and neglect
- > There is zero tolerance for all forms of abuse and neglect towards children
- > All allegations, concerns and complaints brought to the attention of Mitchell Shire Council will be taken seriously and acted upon in a timely manner and reported to the relevant authority
- > Best practice standards will apply in the recruitment of staff, volunteers and contractors
- > People engaged in child-related work, including volunteers and contractors, are required to hold the applicable Working with Children Check and to provide evidence of this check
- > A statement of our commitment to child safety requirements is included in induction
- > Mitchell Shire Council have risk management strategies in place to identify, assess, and take steps to minimise risks to children
- > Allegations of abuse, neglect and safety concerns will be recorded using incident reporting systems, including investigation updates
- > All personal information considered or recorded will respect the privacy of the individuals involved under the Privacy Act and the best interests of the child will be considered when sharing information with relevant authorities and agencies



Corporate Recordkeeping Responsibilities

Mitchell Shire employees should demonstrate the following;

- > Understanding records management obligations and responsibilities
- > Making and keeping accurate and complete records of business activities and decision making
- > Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails and letters
- > Ensuring the quality and accuracy of the data used or entered on Council databases and systems
- > Destruction of Council records are not to occur without authority from the Corporate Information Department.

Code of Conduct

The Code of Conduct outlines standards of conduct and behaviour that must be demonstrated by all Mitchell Shire Council employees, volunteers and contractors. You need to familiarise yourself with the Code and observe its provisions. Breach of the Code may result in counselling and disciplinary action. A substantial breach may result in termination of employment.

Corporate Induction

You will be required to attend a Corporate Induction within your first month at Council, commencing at 9am at Mitchell Shire Council Civic Centre on a date to be advised.

The People and Culture team also conduct quarterly bus tours of the Shire. This gives new employees the opportunity to see the shire in full and be familiar with our sights and operations.

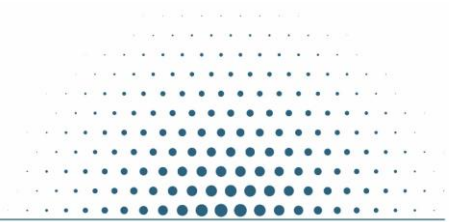
Customer Service

Customer Service Excellence is one of Mitchell Shire Council's values and therefore staff are required to;

- > In accordance with Council's Customer Service Procedure, be proactive in the delivery of services ensuring that quality customer service is provided always whether the communications are delivered personally, electronically, written or by telephone with the customer
- > Ensure a high-quality customer focused service at all times
- > Contribute to excellence in service delivery and present a positive image for Council
- > As required, maintain effective and co-operative communication with all customers, community groups/organisations, business, Council and other Government authorities
- > Provide service in accordance with Council's Customer Service standards

Drivers Licence

If you are required at any point to drive a council or personal vehicle for business use, it is a condition of employment that a current Driver's licence is maintained. *Loss of your driver's licence may result in the termination of employment.* If your driver's licence is suspended or cancelled you must inform your manager immediately.



Emergency Management

As part of the duties associated with this position, the incumbent may be requested to assist Mitchell Shire Council in responding to an emergency, should one arise, affecting the operation of council and/or the wellbeing of the Community.

Hours of Work

It is appropriate that you arrange your ordinary hours of duty with your Manager to meet the demands of the position. Mitchell Shire Council offers flexible working arrangements (where operationally viable) to encourage work life balance. A standard full-time employee works 76 hours per fortnight (this varies depending on department), with additional hours each day if a monthly ADO is being accrued.

Accrued Day Off (ADO) and Rostered Day Off (RDO)

An ADO/RDO is applicable for some positions, with the following arrangement;

Monthly ADO

A Monthly ADO is available to full time staff. As a full time, indoor staff member, the standard working day is 7.6 hours. By working an additional .4 hours per day, you are able to accrue one day off per month. For full time library staff, the standard working day is 7 hours. By working an additional 0.36 hours per day, you are able to accrue one day off per month.

ADO's must be taken at a mutually convenient time. Your Manager will approve when the ADO is to be observed, based on service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

Fortnightly ADO

A 9-day fortnight generally applies to outdoor staff. This is accrued by working 8.5-hour days for 9 days per fortnight, with the 10th day being the RDO. Your Manager will determine and roster the day that is to be observed to suit service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

Motor Vehicle

Where a position is allocated a **full private use vehicle** entitlement, the employee may opt to take a cash option of their vehicle allowance and utilise their own private vehicle.

Where a position is allocated **commuter use of a council vehicle**, that vehicle is not to be utilised for any personal use without prior arrangement from the Director.

More information on Vehicle and Travel allowances can be found in the Motor Vehicle Policy.

Policies and Procedures

The terms of the Council's policies are not incorporated as terms of this Agreement and are not intended to create any legally enforceable rights on the part of the Officer, but the Officer must abide by them because they are lawful and reasonable directions of the Council.

Pre-Employment Checks

Your employment is dependent upon successful completion of a National Police Check prior to commencement. The cost of this check will be borne by Mitchell Shire Council.



Working with Children Checks are compulsory for some staff and must be provided prior to commencement. These are to be maintained at the employee's own expense.

A Pre-Employment Medical Check *may* be conducted on staff, to ensure they are able to operate in their role safely and effectively.

Qualifications Required for the Role

It is a condition of your employment that you maintain the qualification and memberships that are identified in the Position Description. The cost of maintaining those qualifications and memberships will be borne by the employee. Any Continuing Professional Development (CPD) hours required to maintain your qualification and memberships are to be undertaken outside of normal working hours.

Qualifying Period

All employees are required to complete a six-month qualifying period from the commencement of their employment. Management shall assess employees' performance on the job, including the satisfactory achievement of the performance objectives set in the employee's commencement plan, skills and knowledge represented, the commitment to and how the employee's work reflects the core values, attendance, and cultural fit.

Management shall determine during the qualifying period whether the employee has/is successfully achieving the requirements of the role. Where, in the opinion of management, the employee will not or has not successfully achieved these requirements, employment may be terminated during the qualifying period.

Recognition of Prior Service

Recognition of Prior Service can be made for those employers listed as applicable under the Local Government (Long Service Leave) Regulations 2012.

An application for RPS must be made to the payroll department on your Employee Registration Form upon commencement (no later than 2 months after commencement).

Payroll

Payment of salary is made on a fortnightly basis (currently every second Wednesday), by electronic transfer to your nominated financial institution account.

Risk Management and Occupational Health and Safety

Council Employees should comply with Occupational Health and Safety Legislation, Risk Management requirements and all Council policies, procedures and guidelines. This includes (but is not limited to) the following:

- Perform all duties in a manner which demonstrates due care for your own and others health and safety
- Comply with Risk and OHS documentation and legislative requirements
- Identify and report hazards, risks, incidents or health and safety issues as soon as possible.
- Participate in Risk, Safety and Health Initiatives including investigations, implementation of corrective actions, risk assessment or return to work arrangements.
- Wear and maintain all issued personal protective equipment.



Superannuation

Council will contribute to the Vision Super Scheme or an approved superannuation fund of your choice on your behalf at the rate of 9.5% of the base salary offered (excluding staff who have agreed a Total Remuneration Package (TRP)). This contribution amount is in addition to (not deducted from) your base salary.

Types of Employment

Employees should be aware that Mitchell Shire Council employs staff on several types of employment contract. This includes the following types;

Casual Employees will be employed on an hourly basis to work on an intermittent or irregular basis. We cannot guarantee set hours of work. In order to manage our casual staff, we undertake periodic database checks. Any casual employee who has not worked within that period may automatically be removed from the system.

The hourly rate of a casual employee includes the 25% loading in lieu of annual leave, personal leave, public holidays and severance entitlements.

Part Time Employees can work hours in addition to their contracted hours. These hours will be paid at ordinary rates. Employees can work ordinary rates to a maximum of 38 hours within a week, for library staff 35 hours. Any hours worked in addition to maximum hours will be paid at overtime rates or time in lieu will be calculated in accordance with the Enterprise Agreement, Award and policy as amended from time to time.

Variances to Duties

In line with operational requirements of Council it may be necessary, to vary your work duties and/or position description. Such changes would be discussed with you prior to initiation and will be compliant with the nature of the work for which you were employed.

You may be required to work from or relocate to any Council work site within the Council municipality depending on operational requirements.