



Contracts & Programs Officer – Road Renewals

Position Number:	500516
Directorate:	Development and Infrastructure
Department:	Operations and Parks
Reports to:	Road Renewal Coordinator
Classification:	Band 5
Employment Status:	Permanent 0.6 EFT
Location:	Council Depot – due to operational requirements, the employee may be directed to move either permanently or for temporary periods to other offices within the Shire.
Date created/amended:	February 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



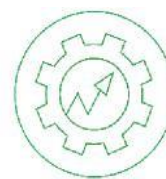
Respect



Customer Service
Excellence



Accountability

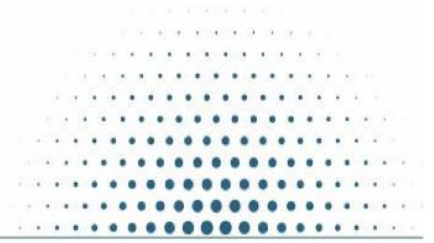


Continuous
Improvement

Structure

Mitchell Shire Council is broken into three Directorates:

- > Governance and Corporate Performance
- > Development and Infrastructure
- > Advocacy and Community Services



About the Role

Objectives

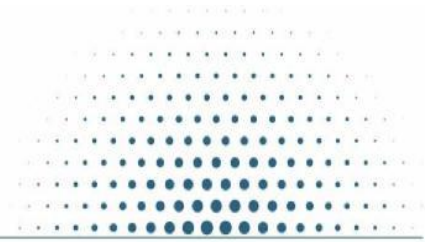
- > To provide high level contracts and programs support to the Road Renewal Coordinator and the wider Operations and Parks team as required.
- > To provide efficient and effective financial and contractual administration functions and support to the Road Renewal program team.
- > Create excellence around customer service requests and response to stakeholders in relation to requests for inspection and possible inclusions into renewal/upgrade renewal programs.
- > Provide proactive administration coordination and support to assist the Road Renewal Team to enable the most efficient collection, usage and development of data to assist in the creation and management of works delivery programs.

Key Responsibility Areas

- > Perform customer service functions on behalf of Council relating to Project development, project construction, dissemination of information and clerical support related to Road Renewal.
- > Preparation of internal requisitions in relation to procurement as directed.
- > Reconciliation of progress payments in relation to bill of quantities, invoices and contractual advice regarding civil infrastructure projects.
- > Ensure accurate and timely reporting in relation to project delivery.
- > Undertake accounting functions for the Flood Recovery Project including allocation of costs to correct ledgers.
- > Maintain Project data spreadsheet(s) - expenditure against estimate, (programmed work commencement date and completion date) for each project undertaken including all paperwork related to asset handover.
- > Prepare reports documenting revenue and expense performance for road renewal projects
- > Assist with Capital Expenditure being entered into financial system, including identifying assets and liaising with Coordinator Capital Projects.
- > Assist the Road Renewal Coordinator in the creation and development of Council and executive reports including procurement, project updates and other reports as required.
- > Assist the Road Renewal Coordinator in the development of data, project scoping and writing of specifications and any other documentation in relation to contractual and procurement activities.
- > Research best practice in relation to the management and development of capital works delivery programs.

Other Duties

As required by the Manager Operations and Parks in accordance with the requirements of the Mitchell Shire Council current Enterprise Agreement and or any supplementary agreements and, where applicable, the appropriate award.



About You

Key Selection Criteria

- > Extensive and demonstrable experience in the coordination/administration functions of project management, contract management, financial management and procurement.
- > Highly developed and proven computer skills including a sound knowledge of the Microsoft software suite (especially Word and Excel) and other programs. Experience with Technology 1, Project Management software, GIS and document control packages including AutoCAD will be highly regarded (desirable).
- > Proven ability to prepare and write financial, administrative, contractual and other reports and procedures. This will include the preparation of reports for Council meetings and monthly project cost and progress reports
- > Strong commitment to customer service delivery (internal and external).
- > Ability to work autonomously and contribute as part of a team.
- > Current vehicle drivers license.

Key Selection Criteria - Qualifications and Experience

- > This role is more than an administration role, the successful candidate will need to have demonstrated knowledge in facets of contracts and programs including knowledge of schedule of rates, bill of quantities and be familiar with contract documents. The incumbent in this role will be able to draw on their knowledge and experience to make recommendations to the Supervisor and Coordinator on project and contractual Road Renewal matters.
- > Qualification in Business Administration or other relevant equivalent qualifications, and or extensive relevant work experience (Either certificate qualified with extensive experience or Degree qualified with some experience).
- > (desirable) Qualification in Project Management or equivalent, or extensive and demonstrable expertise and experience in administration functions of project management, contract management and procurement.
- > Extensive experience in large scale projects, contract management and or program administration.
- > Experience in working with and contributing to multi-tasked team outcomes and work environment.



Position Requirements

Accountability and Extent of Authority

- > Accountable to the Road Renewal Coordinator for the performance of duties and responsibilities, as directed, and to ensure a high level of service efficiency.
- > Accountable to the Road Renewal Coordinator for meeting established performance objectives;
- > Accountable for the quality of own work and ensuring that all requirements of Occupational Health and Safety and other legislative standards are adhered to.
- > The extent of authority is in accordance with Council policies and procedures.
- > Assist with delivery of capital renewal projects in accordance with the adopted annual capital works program which is to be delivered in accordance within Council's timeline, budget and Project Management Framework.
- > Monitoring and development of financial and other reporting for all areas within the responsibility of the position.
- > Assist in ensuring the administrative contractual obligations of external contractors are achieved.
- > Ensuring the monitoring of progress of various contracts, including approved variations and contract payments in accordance with Council's Procurement Policies.
- > Assist in the development and delivery of the Annual Capital Works Program adopted by Council and contribute to development of Council's 10 year Capital Works Program.
- > Abide by the Council's asset management policies, plans and strategies.
- > Make and keep accurate and complete records of business activities.

Judgement and Decision Making

- > Ability to problem-solve and make appropriate decisions based on experience and within documented procedures/guidelines.
- > Capacity to provide advice to customers in a timely manner on behalf of Council with relation to renewal works;
- > Ability to judge the relative importance/urgency of requests/tasks and decide on appropriate corrective action, where required, guidance and advice is available from within the team (including the Roads Renewal Supervisor and the Roads Renewal Coordinator);
- > Problem solving and decision-making skills including ability to independently discuss and resolve problems of an high level administrative nature relating to contracts and programs with supervisors, engineers, contractors, consultants and developers.

Specialist Skills and Knowledge

- > Demonstrable experience in the administration functions of project management, contract management, financial management and procurement.
- > Knowledge of generally accepted accounting principles and practices.
- > Ability to carry out ledger reconciliations with minimal supervision.
- > Ability to prepare information for budgeting purposes.
- > Ability to prepare and write financial, administrative, contractual and other reports and procedures, including the preparation of reports for executive meetings and monthly project cost and progress reports



- > Highly-developed keyboard skills and knowledge of relevant software programs, including computerised accounting systems (Tech 1) and Microsoft software suite (especially Word and Excel) and other programs.
- > Excellent time management skills including planning, organising and prioritising work to achieve objectives in the most efficient, effective and timely manner; and
- > Ability to work without direct supervision and make sound decisions (if required Supervisor and Coordinator will be available for guidance however the role does require a degree of independence)

Interpersonal Skills

- > Ability to deal discreetly and tactfully with confidential and sensitive matters.
- > Well-developed oral and written communication skills, to enable preparation of routine correspondence and reports if required.
- > Have an absolute commitment to great customer service and ensure that all staff provide service in accordance with Council's Customer Service standards.
- > Ability to embrace and lead change and innovation in the work environment and municipality.
- > Ability to remain pleasant and courteous always, even when dealing with difficult people.
- > Ability to work both autonomously and as part of a team.
- > Ability to prioritise work to achieve set objectives within set time frames.
- > Ability to gain co-operation and assistance from internal and external customers.
- > Ability to communicate with the public and to possess a high level of customer service skills.



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. 6 2014-2017
- > 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

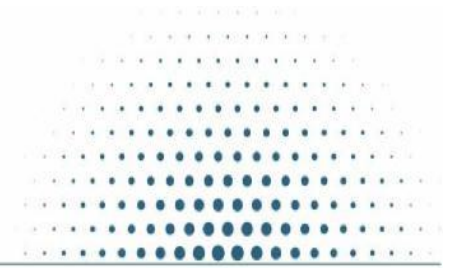
Council employees should demonstrate, respect and promote the human rights set out in the Charter of Human Rights and Responsibilities by:

- > 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 Record-Keeping 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.

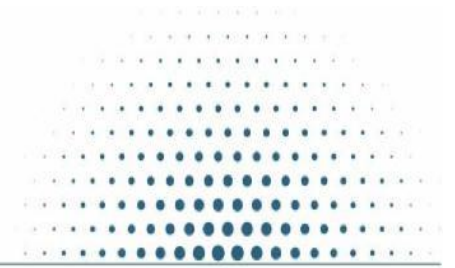
Customer Service

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.

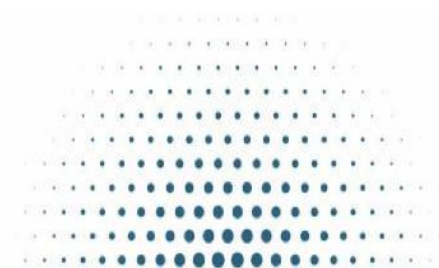
Recognition of Prior Service

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.