

POSITION DESCRIPTION

POSITION TITLE:		Coordinator Building Program			
POSITION NO:		100051	CLASSIFICATION:		Band 8
DIVISION:		City Works and Assets			
BRANCH:		Building and Asset Management			
UNIT:		Building Projects			
REPORTS TO:		Manager Building and Asset Management			
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	No	PRE-EMPLOYMENT MEDICAL REQUIRED:	No

Yarra City Council is committed to being a child safe organisation and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

Yarra City Council is an equal opportunity employer. We draw pride and strength from our diversity. We support flexible and accessible working arrangements and we are an inclusive employer.

POSITION OBJECTIVES

- Responsibility for the successful review, update and development of Council's long-term and annual building program.
- Management of a team of project managers delivering the annual building program, including monitoring, management and control of that program to maximise successful delivery of the program.
- Contribute to the asset management objectives of the branch.

ORGANISATIONAL CONTEXT

Yarra City Council is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the city's physical and social environment and building the population and business base. A major imperative of the organisation is the introduction of a competitive business culture with an emphasis on customer service and continuous improvement.

The City Works and Assets Division is responsible for strategic management and maintenance of Council's road, drainage, building and land assets

The Building and Asset Management Branch is responsible for Council building maintenance, service contracts and capital works, along with asset management and capital works policy, planning, reporting and systems.

The Building Projects Unit is responsible for developing and delivering Council's building capital works program. The building capital works program delivers capital renewals, upgrades and new assets via capital works projects that support the provision of services to the community in accordance with the Building Asset Management Plan.

ORGANISATIONAL RELATIONSHIPS

Position Reports to: Manager Building and Asset Management

Position Supervises: Internal:

- 4 x Building Project Managers
- 1 x Building Project Officer
- 1 x Building Systems Officer

The Coordinator Building Program is an organisational peer to the Senior Coordinator Project Delivery; the Senior Coordinator Project Delivery will be assigned responsibility for delivery of key strategic building projects by the manager.

External:

- contract or agency temporary project managers as required

Internal Relationships:

The Coordinator Building Program is required to communicate, consult and liaise with Councillors, management and staff from across the organisation.

Key relationships include:

- Manager Building and Asset Management
- Senior Coordinator Project Delivery
- Coordinator Building Maintenance and Management
- Building and Property Services Contracts Coordinator
- Property Unit
- various Council service units utilising Council building assets
- Capital Works Officer
- Enterprise PMO Lead
- Finance Branch
- Procurement Unit
- Governance Unit
- Advocacy and Engagement Branch
- Coordinator Asset Management
- Community Infrastructure Planner
- Sustainability Unit
- Design & Placemaking Unit
- Senior Advisor City Heritage
- Disability Planning Officer
- Yarra Building Services Branch
- Statutory Planning Branch

In particular, the building coordinators within the Building and Asset Management branch should operate in close cooperation so that an integrated service for building-related matters is provided to building users.

External Relationships:

The Coordinator Building Program is required to develop and maintain professional relationships with the following:

- various building professional service providers
- building contractors
- state government departments and agencies
- statutory authorities
- service and utility authorities
- community organisations and tenants utilising Council building assets
- advisory committees to Council, including:
 - Heritage Advisory Committee
 - Disability Advisory Committee
- professional peers

KEY RESPONSIBILITY AREAS AND DUTIES**Long Term Building Program Development**

- Ensure the review, development and update of the Buildings long-term (10-year) capital works program informed by:
 - asset condition ratings;
 - service needs;
 - Council's Long Term Financial Strategy (LTFS);
 - the Building Asset Management Plan (BAMP);
 - the Council Plan and other strategies, plans and resolutions of Council;
 - projects listed in the Development Contribution Plan (DCP) overlay to the Yarra Planning Scheme; and
 - awarded or potential external funding.
- Oversee the review and update of the long-term building capital works program as part of the annual planning process and also on a continuous basis as needed, utilising building project managers or other resources as required for project scoping, cost estimation and update of the capital works planning system (Forecaster).
- Ensure input from service managers and relevant stakeholders utilising Council building assets into the long-term planning process.
- In accordance with the Developing Capital Works Policy ensure appropriate staging of building projects using approaches that suit the risk profile, size and likely timelines of each project.
- Ensure that that projects in the long-term building capital works program have scope definition, budget estimation and cost escalation to a standard appropriate for a long-term plan.

Annual Building Program Development

- Oversee development of an annual building capital works program as part of the annual planning process, utilising building project managers or other resources as required for preliminary project planning and update of the capital works planning system (Forecaster).
- Confirm the need and relative priority of projects that have rolled into the budget year being planned from the long-term program.
- Ensuring completion and sponsor approval of Project Implementation Plans (or other document as may be required under Council Project Management Policy) for inclusion of projects in the preliminary building program presented to Executive and Councillor planning workshops.
- Ensuring that that projects in the preliminary annual capital works program have scope definition, budget estimation, task planning and risk management planning to a standard appropriate for final investment decision.

Annual Building Program Management

- Commence preparations for the delivery and management of the annual program as soon as practicable after the adoption of the draft budget by Council circa April each year.
- Manage the process for any carry forward of projects from the current annual program into the subsequent annual program.
- Allocate projects to project managers for delivery with regard to project manager's skill sets, an appropriate workload for each project manager and phasing of the workload throughout the delivery year.
- Ensure project managers have developed robust plans for the delivery of their projects prior to project commencement, including all required consultation, designs, permit processes, procurement processes, Executive and Council reports, handover processes and defect liability management.
- Ensure that leave and work patterns of unit staff are reflected in the project plans.
- For all projects within the program, regularly meet with project managers to monitor the scope, time, cost, quality, risks and achievement of objectives with regard to the constraints of approved budgets and timelines, and take corrective action where required.
- Ensure project managers update project status and amend project plans as needed in the project delivery tracking system (ForecasterTimeline-Cashflows).
- Ensure the preparation of accurate quarterly Project Status Reports for any projects listed in the Executive Major Projects portfolio.
- Manage and utilise the Preliminary Investigations budget as appropriate to manage risk and provide information that will assist the development of the annual and long-term programs.
- Manage and utilise the Minor Urgent Works budget as appropriate to respond to urgent building needs arising that require expenditure of a capital nature.
- Report the utilisation of the Preliminary Investigations, Minor Urgent Works and other program budgets by on-going update of tasks for those programs in the in project delivery tracking system (ForecasterTimeline-Cashflows).

- Participate in the Capital Works Monitoring (CAPMON) and, when required, Capital Works Planning Group (CWPG) meetings. Ensure project change requests for scope, time, budget and carry-overs are completed as necessary.

Team Development and Support

- Regularly meet with unit staff to provide guidance and support.
- Conduct the annual PDR process with each staff member in the unit.
- Identify and enable training and development opportunities for staff.

Financial Management

- Prepare the capital budget (as part of the annual building program) and operating budget for the unit.
- Manage the cost recovery of staff project managers' labour and other expenses from the capital budget as appropriate.
- Guide the activities of the unit to comply with Council Procurement Policy in an efficient and well-planned manner.
- Approve purchase requisitions, purchase order amendments and receipts in accordance with delegated financial limits.
- Monitor and provide monthly forecasts of capital and operating expenditure for the unit.

Project Assurance

- Ensure that project plans prepared by project managers comply with Council Project Management Policy and are fit-for-purpose according to the principles of good project management practices including:
 - overall project phasing and approach;
 - scope definition;
 - task and milestone planning;
 - cost estimation including reasonable contingencies;
 - quality management;
 - risk identification and management;
 - procurement planning;
 - stakeholder and communications management;
 - human resource management; and
 - project governance.
- Work with project managers to ensure that:
 - designs comply with current Australian Standards, BCA, building regulations, OH&S Act, DDA and other relevant acts and standards;
 - designs comply with relevant Council standards including Environmentally Sustainable Design (ESD) and Water Sensitive Urban Design (WSUD);
 - relevant advisory bodies such as Heritage Advisory Committee and Disability Advisory Committee are engaged where appropriate; and

- project timelines take account of lead-times for required dependencies, including:
 - procurement processes;
 - reports to Executive and/or Council; and
 - permit processes;
 and
- project activities comply with relevant Council standards including Project Management Policy and Procurement Policy.
- Work with project managers to ensure monthly forecasting of final spend and completion date and work completion (earned value) estimates by project managers based on objective evidence.

Building Asset Management

- Ensure the activities of the unit are conducted in accordance with the Buildings Asset Management Plan.
- Contribute to the regular review and update of the Buildings Asset Management Plan.
- Ensure effective handover of new, upgraded and renewed building assets to service area operations and building maintenance, including filing of project data as needed in the corporate records system and update of asset records in the asset management system.

Policy, Procedures and Systems Development

- Assist with the review, development and improvement of systems, processes, procedures, standards and policies for the effective management and delivery of capital works projects and services provided by the branch and unit.
- Maintain awareness of the latest policy developments and legislative changes that may enhance or impact on the performance of duties and responsibilities, development of the capital works program and delivery of capital works projects.
- Provide effective input into the review, development and implementation of new systems, processes, procedures, standards and policies for the management of assets and development of the forward capital works program.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The Coordinator Building Program is directly accountable to the Manager Building and Asset Management for the effective planning and management of the building program and contributing to the development of strategic direction and policy for building management.
- The authority and freedom to act in the position is governed by Council's policies, procedures, delegated levels of authority, professional standards, codes of practise, Acts, OH&S Act, legislation, guidelines, statutory regulations, timelines and budgetary constraints.

Safety and Risk

- Ensure continuous consultation with staff on OH&S issues, and monitor all safety issues and risks raised in team meetings.
- Ensure staff are trained in safety and risk management.

- Work with project managers to:
 - Minimise risk to self and others and support safe work practices through adherence to, and building awareness of, legislative requirements and Council policies and procedures.
 - Take prompt action to control or isolate hazards that are identified.
 - Ensure safe work methods are in place for work performed and contractors are appropriately qualified and licenced for the work undertaken.
 - Conduct on-site safety and risk training and inductions.
 - Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
 - Ensure incidents are reported, and assessments and investigations undertaken as needed.
 - Champion a safety and risk management culture through participation in relevant training and inductions, regular walk throughs and conscientious attention to safety and risks.
- Provide input to the development and maintenance of the branch operational risk register with progress towards best practice risk minimisation.

Sustainability

- Embrace the following Sustaining Yarra principles through day to day work:
 - Protecting the Future
 - Protecting the Environment
 - Economic Viability
 - Continuous Improvement
 - Social Equity
 - Cultural Vitality
 - Community Development
 - Integrated Approach

Yarra Values

- Behave according to the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community:
 - Respect
 - Teamwork
 - Innovation
 - Sustainability
 - Accountability
 - Integrity

JUDGEMENT AND DECISION MAKING

- Under limited supervision, the Coordinator Building Program is required to draw upon extensive professional experience and expertise in anticipating, identifying, avoiding and solving problems including problems not previously encountered.
- The Coordinator Building Program is required to exercise sound judgement, financial awareness, social awareness, political awareness and adaptability, to critically evaluate options and make recommendations or independently decide upon appropriate solutions to problems within delegated levels of authority.
- The Coordinator Building Program is required to use sound analytical, technical and investigative skills to resolve complex problems and sensitive issues.
- Judgement and decisions are often required to be made in consideration of policies, strategies, delegated levels of authority, statutory regulations, project time and budget constraints.
- Judgement and decisions could also be made based on precedent, previous experience, proven methods, procedures and processes.
- The Coordinator Building Program is also required to exercise professional judgement and adaptability in identifying and recommending policy options in relation to building/property management within the branch.

KEY COMPETENCIES

Specialist Skills and Knowledge

Program Development

- Ability to plan a long term program of building works driven by building condition information and service needs.
- Ability to engage with building users, service managers and project managers to derive the information needed to methodically review and update the program.
- Ability to provide guidance to others on appropriate levels of detail for long-term project planning that ensures the long-term program is rational, complete (insofar as can be reasonably understood) and sufficiently well scoped and estimated, whilst avoiding overinvestment in planning for projects that will not start for some time, and may be subject to uncertainty or changing priority and/or scope due to evolving circumstances.
- Ability to oversee the development of a detailed annual program of building works, providing guidance to project managers on the level of planning detail required to ensure that projects in the proposed annual program are ready for delivery and sufficiently well estimated including contingency amounts to maximise the likelihood of successful program delivery.

Program Management

- Ability to allocate a program of work to project managers and to monitor, control and report on the program delivery.
- Ability to support project managers, resolve issues impacting program performance and take decisive corrective action when required.

Project Management

- Knowledge of project management methods or knowledge bases such as PRINCE2, PMBOK, or similar.
- Knowledge of project planning tools such as MS Project, or web-based project collaboration platforms such as Aconex.

Asset Management

- Understanding of asset management principles and how building capital works fits within the overarching lifecycle asset management of building assets.

Financial Management

- Ability to successfully plan, manage and control expenditure within approved unit operating and capital works budgets.
- Understanding of basic accounting principles.
- Ability to manage cash flow and expenditure projections at a program level.

Information Systems

- Proficient in the use of office automation tools including MS Word, MS Excel and MS Outlook, including the ability to accurately process and clearly present financial data in MS Excel.
- Ability to use project planning tools such as MS Project, or web-based project collaboration platforms such as Aconex.
- Understanding of purpose of and ability to use of corporate systems including:
 - capital works planning;
 - GIS;
 - asset management;
 - budgeting;
 - financial;
 - contract management;
 - customer request management; and
 - records management.

Management Skills

- Ability to plan, prioritise and organise work, both on an individual and team basis, within a set timetable and in an environment of change and conflicting demands.
- Ability to understand and work according to various Council policies, strategies and plans.
- Well-developed leadership and motivational skills.
- Ability to solve problems through discussion, negotiation and teamwork.
- Ability to successfully and continuously improve processes.
- Ability to contribute to the strategic directions of the branch as part of the branch management team.
- Ability to apply an ethical framework to decision making.

Interpersonal Skills

- Ability to work collaboratively with all branches of organisation to achieve common project goals and objectives.
- Ability to work collaboratively with all branches of the organisation to achieve common project goals and objectives.
- Ability to work as part of a team.
- Ability to present verbally in a clear and accurate manner.
- Ability to prepare clear, accurate and concise written reports and other documents.
- Ability to apply customer service principles to dealing with internal and external stakeholders.

QUALIFICATIONS & EXPERIENCE

Qualifications

- Qualifications in Program or Project Management, preferably with a building construction or engineering focus.
- Tertiary qualifications in a Building or Engineering related discipline are also desirable.
- Demonstrated continuous professional development, education and training in relevant skills and knowledge.

Professional Experience

- Experience in program planning, management and control, preferably with a building or engineering focus within a corporate environment.
- Experience in project management, tendering processes and contract management and administration are desirable.

KEY SELECTION CRITERIA

- Demonstrated ability to apply strategic thinking to the development of a long term building works program.
- Qualifications, training or experience in program and/or project management, preferably with a building construction or engineering focus.
- Demonstrated ability to lead, support and develop a customer focused and high performance team of project managers.
- Proven ability to build and maintain constructive relationships with a wide variety of internal and external stakeholders and ability to work co-operatively within the organisation in a team environment.
- Demonstrated verbal and written communication skills.
- Proven ability to prioritise workload, manage time and a large number of tasks simultaneously for self and others.
- Demonstrated conceptual, analytical, negotiation and problem solving skills.