POSITION DESCRIPTION

Project Coordinator

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EMPLOYMENT CONDITIONS	*QLD Local Government Industry Award (Stream A) – State 2017* *Richmond Shire Council - Certified Agreement 2022* *Queensland Employment Standards*
SECTION/DEPARTMENT	Works / Works Administration
LOCATION	Council Office, 65 Goldring Street, Richmond
REPORTS TO	Director of Works
SUPERVISES	QRA Works Administration

POSITION OBJECTIVE

The Council is seeking a suitable person with experience and a sound understanding of TMR and QRA projects and help the Works department in:

- Capital works on Council roads and recoverable works
- Assist the works department with main road projects
- Assist the works department with QRA projects
- Special projects

KEY DUTIES AND RESPONSIBILITIES

Key duties and responsibilities include, but are not limited to:

- Provide project support to the Director of Works, exercising sound judgement, initiative, sensitivity, and confidentiality.
- Liaise with internal and external stakeholders to support RSC projects and program governance.
- To direct councils' outside workforce, including prioritisation of works per Council policy, Resolutions, Directives, Budget, and Corporate and Operational plans.
- Assist the external consultants in pre-event and post-event damage pick up and provide required information to assist in flood damage submissions.
- Develop tender documents under the direction of the Director of Works.
- Provide input into developing ideas and concepts for deliverable projects in collaboration with internal and external stakeholders.
- To maintain job records as required by Council's financial and quality systems.
- To ensure the safe, effective and economical use of plant, labour and materials to achieve required quality standards.
- Investigate identified issues relating to asset development scope options, make recommendations and prepare budget estimates.
- Provide input into the planning and scheduling projects in the capital works program.

- Provide input into the budget quarterly reviews as requested by the Director.
- Assist with the preparation of grant submissions for projects where applicable.
- Supervise grants where appropriate for projects being delivered, including milestone reporting and acquittals, and keep funding agencies up to date.
- Project delivery, including scoping, planning, design, procurement, implementation, and commissioning.
- Undertake or oversee the preparation of designs and specifications as required to fit within available budgets and meet stakeholders' needs, including engaging and managing consultants where necessary.
- Deliver designated projects, including on-ground supervision and management of contractors and or consultants.
- Exercise effective contract administration, including pre-start documentation, record keeping, management of variations, completion certificates and management of any defects.
- Provide technical and other information on projects as required, including regular updates and status reports to feed into the project reporting system.
- Prepare a communication/engagement plan as an integral part of every project.
- Actively engage with project stakeholders and the broader community to ensure that projects appropriately respond to community needs and are informed of specific issues and the wider project delivery schedule.
- Work collaboratively with the Communications team to provide timely and regular information relative to specific projects and general progress of the capital works program as required.
- Compliance with the Council's relevant policies and procedures.
- Liaise with members of the public regarding key responsibility areas, risks, and safety.
- Other duties as directed.

KEY REQUIREMENTS

- Current Class C driver's licence.
- National white or Queensland Blue Work Health and Safety Construction industry certification card.
- Advanced level skills in Microsoft Word, Excel, and Publisher are required.
- Experience in construction and design relating to the Council's infrastructure
- Understanding of NDRRA activities
- Understanding and experience in road construction and design, road contracts and specifications. Any knowledge of sewerage and water supply would be an advantage.
- Sound oral and written communication skills, as well as liaison, consulting and influencing skills and proven ability to produce timely and effective reports.

Desirable

- Previous Local Government experience.
- Diploma in Engineering or Project Management or similar.

OTHER REQUIREMENTS

- Experience in managing a diverse organisation/division
- Excellent public relations and communication skills
- High level of leadership and motivational skills.
- People management, morale and team building
- Time management
- Coordination and prioritisation of work schedules.
- Report and plan development techniques.
- Ability to read and interpret plans

- Quality control of capital and operational works.
- Sound understanding of the functions and structures of Council.
- Knowledge of Workplace Health and Safety Act.
- Environment requirements and related legislation.

PERFORMANCE STANDARDS

- All assigned tasks are completed professionally and within specified timeframes.
- Effective liaison with employees, Supervisors, key internal personnel, and representatives of other organisations (e.g. government agencies, training organisations), with a friendly, professional attitude displayed and effective follow-up on enquiries and tasks.
- High level of participation, commitment to and concern for both the immediate team and corporate team.
- High level of commitment to continual improvement of Council's policies and processes, and improvement of all aspects of personal work performance.
- Effective, efficient and economical management of public resources.
- Council's Policies and Procedures and relevant legislation are adhered to.
- Other targets, as outlined in the Performance Review are achieved.

DELEGATED AUTHORITY

- Nil

WORKPLACE HEALTH AND SAFETY

All workers have a duty to familiarise themselves with and comply with statutory and Richmond Shire Council Workplace Health and Safety (WHS) requirements, including the WHS Management System, and WHS policies, procedures and work instructions.

In fulfilling this duty, workers are to:

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Cooperate with all reasonable instructions, policies and procedures of Council, and follow safe work practices.
- Identify hazards, conduct risk assessments, and take corrective actions to eliminate hazards where possible in the workplace, and/or report hazards and risks promptly to their Supervisor.
- Establish and maintain a high standard of housekeeping and cleanliness within individual work areas and on Council property generally.
- Report promptly to their Supervisor and assist with the investigation of all incidents within the workplace, including minor injuries, near-miss incidents and property damage.
- Report any incidents of bullying and/or harassment in the workplace promptly to their Supervisor or higher management.
- Attend Toolbox talks, daily pre-start meetings and workplace health and safety training as required.
- Correctly use and maintain tools, equipment and vehicles/plant.
- Report any worn out or defective tools or equipment or problems regarding tools and equipment promptly to their supervisor.
- Correctly use and maintain all personal protective clothing and equipment supplied by Council.
- Report any worn out or defective equipment or problems regarding Personal Protective Equipment promptly to their Supervisor.
- Operate equipment and machinery with guards and safety controls operating and in place at all times.

- Report promptly to their Supervisor if the employee does not have appropriate ticketing, licensing or training to undertake any designated task.
- Report all problems with plant and equipment promptly to their Supervisor.
- Report all problems with manual tasks, including signs of discomfort, promptly to their Supervisor.
- Be familiar with the location of first aid kits, fire safety equipment, evacuation procedures, assembly points and key WHS personnel (e.g. Health and Safety Representatives, Fire Wardens, First Aid Officers).
- Participate in workplace health and safety activities such as inspections, investigations, evacuation drills, meetings and risk assessments as required from time to time.
- Report promptly to their Supervisor any physical or psychological conditions that may affect their ability to safely perform their duties.
- Assist in the return to work process for themselves or any work colleagues following injury.
- Do not misuse or interfere with anything which is provided in the interests of workplace health and safety.
- Participate in workplace health and safety consultation meetings to discuss workplace safety in the department, in accordance with the *Consultation, Cooperation and Coordination Code of Practice 2011*.

INTELLECTUAL PROPERTY

Any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagrams, image, improvement or idea discovered, developed or produced by the employee in the course of employment is the sole property of Council and Council shall unless otherwise agreed have the exclusive right to use, adapt, patent and otherwise register it.

The employee following discovery, development or production of any literary work, computer program, invention, design, patent, copyright, trademark, photography, diagram, image, improvement or idea, shall immediately report it to Council to enable Council to ascertain whether it was discovered, developed or produced wholly outside and wholly unconnected with the course of employment.

The employee hereby assigns to Council by way of future assignment all copyright, design, design right and other property rights (if any) in respect to any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagram, image, improvement or idea developed by the employee in the course of employment.

The employee agrees that he/she will at the request and expense of Council complete all necessary deeds and documents and take all action necessary to vest any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagram, image, improvement or idea developed by the employee in the course of employment and obtain for Council the full benefit of all patent, trademark, copyright and other forms of protection throughout the world.

INFORMATION MANAGEMENT

The employee will comply with and effectively implement all legislative requirements and relevant Council Policies and Procedures pertaining to the collection, storage, use, disclosure, distribution and transfer of information, documentation and records that the employee produces, collects or is otherwise exposed to or becomes aware of through their employment with Council. Concerning personal information, the employee will collect only information needed for a lawful purpose related to Council's functions; issue verbal and/or written Collection Notices for the collection of personal information; and maintain current and accurate records. In addition, the employee will not intrude unreasonably on an individual's private life or use

illegal or unfair means to collect personal information, and will otherwise comply with the *Information Privacy Act 2009* and Council Policies and Procedures.

The employee will not divulge any confidential information about Council either during or after the term of their employment with Council.

"Confidential information" shall include any and all confidential information, data, reports, operations, dealings, records, materials, plans, statistics, finances, or other agreements and things (other than that which is already in the public domain), whether written or oral and of whatever type or nature relating to property, assets, liabilities, finances, dealings or functions of Council or any undertaking from time to time carried out by Council.

AUTHORISATION

Director:	Peter Bennett
	Chief Executive Officer
Signature:	_____
Date Originated:	18/10/2024
Date Reviewed:	09/05/2025
Employee Name:	_____
Employee Signature:	_____
Dated:	_____