

POSITION DESCRIPTION

Coordinator Civil Infrastructure Projects



Position Number:	P044001
Banding/Remuneration:	Band 8
Division/Branch:	Infrastructure/Capital Works
Reports To:	Manager Capital Works
Date Approved/Reviewed:	October 2021
Inherent Requirements of Job	Yes

POSITION OBJECTIVES:

Reporting to the Manager Capital works the Coordinator Civil Infrastructure Projects will provide high level planning and analytical skills to enable delivery of quality services to the Monash community. Planning and analysis will be based on the incumbent's empirical experience, and established project management expertise.

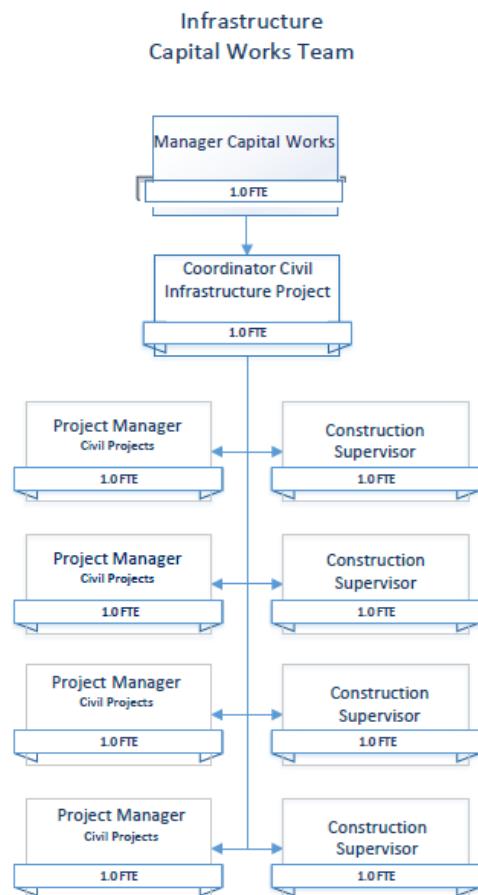
The Coordinator will forward plan and ensure appropriate responses to the delivery of projects through strategic planning, budget management, design, contract management and stakeholder engagement

This position leads & manages a team of civil project managers & construction supervisors and has the following key deliverable objectives:

- Programming & managing the portfolio of assigned capital works projects & programs
- Review & approve the preparation of tender documentation such as collation of engineering plans, specifications and project documentation
- Management of projects
- Financial management of projects and policy development
- Planning & directing the delivery of road and pathway renewal programs across the City of Monash
- Certification of subdivisions and major private developments

The services delivered by the Capital Works Department is crucial for the Infrastructure & Environment Division to strategically deliver on its vision "Better Safer Assets and Infrastructure".

TEAM STRUCTURE:



KEY RESPONSIBILITY AREAS:

Assignment of Civil Infrastructure Projects and other Works:

- Plan, program and lead the project management and construction team including appointed consultant, builders/contractors in the delivery of projects, supervise works and provide regular reports on progress.
- Review & approve the preparation of plans, specifications and documents for assigned projects against prescribed criteria to ensure these meet standard and policy requirements.
- Ensure that construction works are delivered in accordance with approved plans and specifications applying contract management practice and surveillance.

Capital Works Program:

- Plan and oversee the delivery of the current and future Civil Design programs in conjunction with the Engineering Department.
- Co-ordinate and manage varying contracts - interpretation, variations, monitor progress, works performance.

- Ensure customer requirements and priorities are well understood - eg. Monitor and support the development of quality assurance (QA) and Best Value services.
- Undertake inspections for projects and provide regular reports.

Financial Management:

- Prepare costs estimates for Civil Infrastructure construction projects as requested and establish project timelines and appropriate consultation timing with stakeholders.
- Monitor and report on budget expenditure, provide advice and assist the Manager in the annual budget process.
- Monitor and report on asset expenditure to the Strategic Asset Management and Finance teams at the completion of projects.

Management, Policy and Planning

- Manage the achievement of agreed Key Performance Indicators and proactively manage staff and contractor performance issues.
- Review and provide input and advice on key strategies, policies, procedures, systems and processes as they relate to capital works and other maintenance/programmed works.
- Contribute to the development, implementation and ongoing accreditation of Quality Assurance based service provision and best value framework to establish industry competitive standards and procedures.
- Participate in working parties/committees on behalf of Capital Works.

Occupational Health and Safety

- Assess construction sites and works assigned to Capital Works for compliance with current OH&S, legislative and industry practice requirements and to act upon and report on compliance.
- Conduct OH&S and operational work place inspections and audits as required and provide analysis.
- Ensure that incident reports show organisational response is in accordance with optimal/required level of practice and services/readiness.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The position is accountable for the planning and delivery of capital works and current and long term civil infrastructure programs to meet the requirements of the plans, specifications and City of Monash standards and ensuring accurate recording and monitoring within corporate contract/construction and project management systems.

- Accountable for safe delivery of civil works within a live operating road network in accordance with the requirements of the Road Management & OH&S Acts, Regulations and Council Policy
- Accountable for reviewing and approving worksite traffic management plans implemented on roadworks construction sites in accordance with the Road Management Act
- Accountable for managing and delivering high value contracts, projects within policy and budget to achieve strategic goals.

- Responsible for managing the performance of consultants, builders/ contractors and staff.
- Responsible for the day to day activities, project management performance of team members responsible for the overall delivery of the assigned projects.
- Progress on allocated projects and activities is expected to be reported and discussed with the Manager on a regular basis.
- Projects and programs are expected to be delivered in accordance with Council policy, standards and business plan requirements. Variations from these are to be reported to the Manager and formalised in accordance with corporate requirements.
- The position holder can direct contractors to rectify defective works and authorise variations to the works that meet the policies and industry standards.
- Ensure that Civil Infrastructure is delivered that provides a safe environment for the community, staff and contractors etc.

JUDGEMENT AND DECISION MAKING:

- The Coordinator will rely upon their significant experience & knowledge to deliver civil construction projects to required specifications & standards
- Technical knowledge & experience delivering civil projects within a live operating road network environment and other Council properties
- Issues of a major nature and variations beyond the authorisation levels of this position are to be referred to the Manager for resolution.
- Proactively participate in the development and use of procedures and documentation to deliver projects and programs.

SPECIALIST KNOWLEDGE AND SKILLS:

- Knowledge of the requirements for civil infrastructure projects including: Acts, Codes and Regulations, Australian Standards relating to Civil Infrastructure construction projects and ability to understand and interpret building, civil engineering and landscape drawings and documentation.
- Significant working knowledge interpreting and implementing the requirements of the Road Management Act as related to Worksite Safety Traffic Management delivering projects at road construction and maintenance sites.
- Deep knowledge of construction site OH&S requirements within a municipal or similar environment.
- Experience in the safe use of light and heavy equipment and the application of Occupational Health and Safety regulations
- Demonstrated extensive experience leading and managing a team of professionals to deliver, prioritise and co-ordinate day-to-day activities and specific projects;
- Sound communication skills with the ability to negotiate minor service agreements and deal effectively with difficult situations and tight deadlines

- Experience in forward planning, management & delivery of Civil Infrastructure works and Capital Works programs.
- A sound understanding of project management processes as they relate to civil infrastructure and construction projects.
- Knowledge of budgeting is required to manage and report on project and ongoing maintenance budgets as well as preparing cost estimates.
- Proven ability to resolve problems and identify appropriate solutions from previous experience and include in the implementation of the project or program. Such decisions are to be made in the context of current Council policies and standards.
- Demonstrated effective decision making skills being able to apply council decisions/policies and determine expenditure based on “Best Value” principals

MANAGEMENT SKILLS:

- A high level of representation and consultation as an expert is required to ensure a positive public image of the Monash Council
- Prove ability leading & managing a team of engineers, project managers and construction supervisors
- Proven ability managing & delivering a large portfolio of projects ranging in complexity and size
- Adaptable and open to new ideas, accepts changed priorities and recognises the merits of different options and acts accordingly. Is also able to search for solutions to problems which may be outside the existing areas of expertise.
- The position holder is responsible for day-to-day site safety establishment and auditing of work sites.
- Take reasonable care for your own health and safety and of others in the workplace by working in accordance with legislative requirements and the City of Monash’s occupational health and safety (OHS) policies and procedures.

INTERPERSONAL SKILLS:

- Teamwork: Cooperates and works well with others in the pursuit of team goals. Collaborates and shares information. Ability to deal constructively within a team environment and with staff from other areas of the organisation
- Ability to work and with all stakeholders to influence and achieve project outcomes
- Ability to establish and maintain strong stakeholder relationships
- Excellent written & oral communications
- Ability to lead, motivate and develop those who report to the role.

QUALIFICATONS AND EXPERIENCE:

- Tertiary qualifications in Civil Engineering or equivalent with substantial & diverse experience in the field and Contract Management experience.
- Experience in managing a large range & number of projects with competing demands
- Current Victorian Drivers Licence.

KEY SELECTION CRITERIA:

- Tertiary qualifications in Civil Engineering or equivalent with substantial experience in the field and Contract Management experience.
- Proven ability managing & delivering a large portfolio of projects ranging in complexity and size
- Proven ability leading & managing a team of engineers, project managers and construction supervisors
- Proven contract management skills delivering Engineering/ Civil Infrastructure

ORGANISATIONAL CONTEXT:

The City of Monash has a growing, passionate and cosmopolitan population estimated around 200,000 residents (2019). We are one of Victoria's leading Councils, serving a large well established community. Monash is a proud multicultural community with almost half of our community born overseas and coming from more than 106 countries. 50% speak languages other than English at home including Mandarin (15%), Cantonese (5%), Greek (6%), Sinhalese (3%) and Italian (2%).

Monash has a very highly skilled and well educated population compared with Greater Melbourne, with 35% of residents (over 15 years) having a degree or higher education. 60% of our working residents work fulltime, 38% part time and 19% of Monash residents do volunteer work. Monash residents also enjoy a high level of home ownership.

These key directions are driven by a commitment to progressive governance and strong leadership (Council Plan 2017-2021), across five Divisions:

- Executive
- City Development
- Corporate Services
- Community Services
- Infrastructure & Environment

Our Vision: *"An inviting city diverse and alive with activity, designed for a bright future."* **Our**

Mission: *"Make a difference through commitment, leadership and expertise."*

Our Values:

Accountability

We are responsible for our actions and behaviours every day.

Respect

We value diversity and appreciate others.

Teamwork

We work collaboratively to achieve shared goals.

Monash Council values a flexible working arrangements and embraces workplace diversity, inclusion, and equity including children and young people. We are committed to being a child safe organisation and have zero tolerance to child abuse.

