


## POSITION DESCRIPTION

|   |                                      |   |
|---|--------------------------------------|---|
|  | <b>Position Title:</b>               | Project Support Officer   |
|   | <b>Location /Branch/ Department:</b> | Katoomba HQ / Special Projects – Infrastructure Services / Economy, Place and Infrastructure Services |
|   | <b>Position Classification:</b>      | <b>Band: 2      Level: 3      Grade: 1</b>  |

## POSITION PURPOSE/OBJECTIVE

Blue Mountains City Council has an opportunity for a highly experienced Project Support officer to be a part of its Infrastructure Services team.

The role will assist in all facets of Project Support/Administration in the delivery of a number of projects including:

- Better Building Regions Fund (Blackheath Visitor Infrastructure)
- Western Sydney City Deal Liveability Program and the Infrastructure Delivery Program more broadly

To succeed in this role you must provide high-level project and administrative support to the Infrastructure Services Branch. Tasks include the development and support of systems and processes to ensure the efficient and effective operation of the Asset Works Program including the Liveability Projects Program.

## RELATIONSHIPS

|                                    |  |
|------------------------------------|--|
| <b>Reports to:</b>                 | Project Officer, Procurement & Contract Management   |
| <b>Staff Responsibility:</b>       | Nil  |
| <b>Key Internal Relationships:</b> | Special Projects Manager, Manager Infrastructure Services, Senior Project Manager, Members of the Economy, Place and Infrastructure Directorate and Strategy & Corporate Services Directorate. |
| <b>Key External Relationships:</b> | Stakeholders, Residents, Ratepayers, General Public, Community Groups, Business Groups, Consultants, Contractors, Other Councils, Government Departments and Agencies.                         |

## SPECIFIC RESPONSIBILITIES

- Develop, establish and integrate business and administrative processes and systems that manage and monitor performance as well as foster continuous improvement;
- Assisting with the preparation, update and distribution of project schedules, budgets and progress reports;
- Attend and resource internal meetings, project working groups and public meetings prepare minutes, actions and correspondence as required:

- Provide administrative and project support to procurement, tendering and contract management activities, Tender Evaluation Panel meetings as required;
- Assisting funding agreements for relevant externally funded projects for the Liveability Projects Program;
- Assisting with the preparation of progress and milestone reports as per the relevant funding agreements for the externally funded projects;
- Coordinate follow up action on correspondence, Council resolutions, ELT decisions and Councillor enquiries including the assistance in the preparation of Council Business Papers for the Asset Works Program and Liveability Projects;
- Prepare/review correspondence, memos and reports as required;
- Conduct research & prepare submissions in relation to the projects;
- Establish databases and other computer systems to improve business processes within the Branch;
- Provide project support and coordination for community events & consultation initiatives in relation to the Infrastructure Services Branch and liveability projects, this includes responding to customer enquires over the phone and by letter regarding such events; and
- Answer and respond to Customer Service Requests and Enquiries;

## **Workplace Health & Safety**

Ensure compliance with WHS obligations and responsibilities as outlined in Councils policies and procedures and under the relevant WHS legislation. These include but are not limited to identifying potentially unsafe situations or work practices and notifying your Supervisor or Manager (or the Health, Safety Manager/Area Safety Representative); never performing a task that you believe is dangerous or for which you do not have the experience, or have not received appropriate instructions and training or where the correct equipment to carry out the task safely is not available; always work in a safe manner and in accordance with safety instructions, where applicable; use the work equipment supplied for the job, in accordance with the manufacturer's instructions), and any personal protective equipment, which the Council deems necessary and has provided; be safety aware and report any actions to your line manager which will assist the Council to meet its legal workplace health and safety obligations.

You have the right to cease or direct cessation of unsafe work. In addition you are required at all times to comply with Councils Asbestos Management Plan and Policy.

---

## **COMMUNICATION**

Well developed, verbal and written communication skills are required at a high level that supports the Infrastructure Services Branch in a multi-disciplinary project management environment. The position involves communication, verbal and written, at all levels within the Group, across Council, government agencies, businesses and with the community. The communication will primarily relate to the business and operation of the Infrastructure Services Branch and working teams. Strong negotiation skills to assist in the resolution of challenging problems are essential.

---

## **JUDGEMENT & PROBLEM SOLVING**

A degree of independence and autonomy is required in making decisions in relation to work priorities within agreed projects and guidelines. Judgement and problem solving skills are

utilised to initiate change and improve work arrangements and to assess a number of options for process improvements.

---

## **AUTHORITY**

The position is fully accountable for daily decisions made in conjunction with responsibilities, and accountable for project based workflows and the introduction of associated improved work procedures. The position is required to complete work that has various levels of complexity.

Assist in the management and maintenance of the council expenditure as it relates to the delivery of the City Deals – Liveability Projects and Asset Works Program.

---

## **SKILL, EXPERIENCE, QUALIFICATIONS & BEHAVIOURAL COMPETENCIES**

### **ESSENTIAL**

- Demonstrated experience in project management;
- Demonstrated experience in the procurement processes and undertaking contract management activities in a Public Sector environment;
- High level planning, organisational and time management skills. Ability to work under pressure, demonstrate initiative and handle multiple projects/tasks at one time;
- Excellent communication skills, both written and verbal, with a strong ability to influence and negotiate outcomes;
- Highly developed computer skills;
- Highly developed interpersonal skills;
- Ability to support project teams to successfully achieve project outcomes;

### **DESIRABLE**

- Understanding of local government functions, issues and Council's role in the community, or the ability to quickly acquire such knowledge;
- Knowledge and experience in developing databases, web-pages and on-line resources;
- Tertiary qualifications or equivalent in a related field;
- Current NSW Driver's License.

## **BMCC POSITIONAL PHYSICAL DEMANDS ANALYSIS**

*NOTE: to be completed with the Recruitment Requisition form by the requesting Manager/ Supervisor.  
Please contact the WH&S Officer if assistance is required in completing this form.*

|   |  |              |            |
|---|--|--------------|------------|
| <b>Position:</b>                        | Project Support Officer                              |              |            |
| <b>Responsible Manager/ Supervisor:</b> | Project Officer, Procurement and Contract Management |              |            |
| <b>Signature:</b>                       |  | <b>Date:</b> | 18/07/2019 |

|   |                                  |               |
|---|----------------------------------|---------------|
| <b>Complete the physical requirements and working condition sections of the table below based on an employees average daily exposure to the tasks listed. Ratings as follows:</b> | <b>Exposure Level</b>            | <b>Rating</b> |
|   | No Exposure                      | 0             |
|   | Low Exposure (0 – 2hrs daily)    | 1             |
|   | Medium Exposure (2 – 4hrs daily) | 2             |
|   | High Exposure (4 – 8hrs daily)   | 3             |

### PHYSICAL REQUIREMENTS

|                                      |   |                          |   |                                      |   |                               |   |
|--------------------------------------|---|--------------------------|---|--------------------------------------|---|-------------------------------|---|
| Heavy Manual Tasks                   | 0 | Pushing loads > 5kgs     | 0 | Frequent bending/ stooping           | 0 | Sitting for extended periods  | 3 |
| Light Manual Tasks                   | 1 | Pulling loads >5kgs      | 0 | Repetitive Lifting                   | 0 | Standing for extended periods | 0 |
| Trunk Twisting                       | 0 | Extend arms for reaching | 1 | Elevating arms above shoulder height | 0 | Kneeling for extended periods | 0 |
| Climbing to access/ exit excavations | 0 | Throwing                 | 0 | Walking on uneven ground             | 0 | Walking for extended periods  | 0 |
| Balancing                            | 0 | Crawling                 | 0 | Hearing above background noise       | 0 | Depth Perception              | 0 |
| Colour Vision                        | 0 | Fine Manipulation        | 2 | Shoveling/Digging                    | 0 |                               |   |

### WORKING CONDITIONS

#### PHYSICAL

|                     |   |  |   |                                      |   |                                       |   |
|---------------------|---|--|---|--------------------------------------|---|---------------------------------------|---|
| Inside Work         | 3 | Outside Work                                 | 0 | High Temperatures > 38deg            | 0 | Low Temperatures < 3 deg              | 0 |
| Operating Machinery | 0 | Working Machinery Near                       | 0 | Working at Heights                   | 0 | Noisy Work Areas                      | 0 |
| Vibration           | 0 | Confined Spaces                              | 0 | Prolonged Driving (periods > 2hours) | 0 | Working Alone                         | 2 |
| Overhead Work       | 0 | Use of computer for screen-based activities. | 3 | Prolonged Sitting (periods > 1hour)  | 3 | Prolonged Standing (periods > 1 hour) | 0 |

#### CHEMICALS

|                       |   |               |   |  |   |                              |   |
|-----------------------|---|---------------|---|--|---|------------------------------|---|
| Dusts                 | 0 | Liquids       | 0 | Pesticide Spraying                     | 0 | Herbicide Spraying           | 0 |
| Working with Solvents | 0 | Mists / Fumes | 0 | Possible exposure to Hepatitis A, B, C | 0 | Possible exposure to Tetanus | 0 |
| Gases/ Vapours        | 0 | Odours        | 0 | <b>BIOMECHANICAL</b>                   |   |                              |   |

|  |  |  |  |                |   |         |   |
|--|--|--|--|----------------|---|---------|---|
|  |  |  |  | Repetitiveness | 2 | Fatigue | 0 |
|--|--|--|--|----------------|---|---------|---|

#### ASBESTOS

|                          |     |                                  |                   |
|--------------------------|-----|----------------------------------|-------------------|
| Asbestos Awareness       | N/A | None of the below                | x                 |
| Class B Asbestos Removal |     | Asbestos Removal and Supervision | Asbestos Assessor |

#### USE OF PERSONAL PROTECTIVE EQUIPMENT

|                     |  |                       |  |                    |  |                 |  |          |  |
|---------------------|--|-----------------------|--|--------------------|--|-----------------|--|----------|--|
| Safety Boots/ Shoes |  | Dust Mask/ Respirator |  | Protective Eyewear |  | Ear plugs/Muffs |  | Hard Hat |  |
|---------------------|--|-----------------------|--|--------------------|--|-----------------|--|----------|--|

**Provide a brief description of the job requirements:**