



Position Description

As At 08-Sep-2017

Position Title:	Delivery and Contracts Coordinator
Position Code:	1482
Department:	Infrastructure Services
Business Unit:	Infrastructure Planning & Delivery
Work Group:	Delivery & Contracts
Position Classification:	Band 8
Effective Date:	July 2016

This position description is an enabling document intended to authorise the general performance of a range of duties to achieve the Position Objectives. Performance measures will be established and monitored through a personal action plan that will be developed in conjunction with the employee and manager.

1.0 Position Objectives

- 1.1 To efficiently and effectively manage Council's Delivery and Contracts Unit in enabling organisational control and oversight over procurement, contract management, project management and facilities management.

2.0 Key Responsibilities

- 2.1 Manage the tender and quotation processes, ensuring there is a standard suite of tools and templates for procurement management and contract management.
- 2.2 Provide a formal system of guidance and assistance to all staff within Council in relation to procurement processes, planning of supplies, contract administration and performance reviews of contractors/providers.
- 2.3 Manage the implementation of policy, procedure and procurement arrangements within Council ensuring compliance systems are in place including the implementation of a review and audit reporting process to ensure compliance.
- 2.4 Implement a project management framework, focusing on project management process and business rules to ensure projects flow through the project lifecycle.
- 2.5 Facilitate project initiation meetings for Infrastructure projects ensuring that scope is developed, project time lines are established, and all relevant documentation is completed, ensuring projects keep on track as per the discussed time lines.
- 2.6 Manage capital project reporting, facilitate monthly infrastructure project meetings, submit monthly project reports focusing on progress, budgets and at risk projects.
- 2.7 Manage the development of project management/contract management systems for project planning, reporting, compliance and control.
- 2.8 Initiate and manage a program of continuous improvement with regard to the management of Council's Buildings and Facilities, ensuring that contracts are in place for all services required for the management of Council's Buildings and Facilities.
- 2.9 As required, provide technical advice, prepare reports, liaise with internal and external stakeholders, and undertake other duties as requested by the Manager - Infrastructure Planning and Delivery.

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- 2.10 Produce reports and make presentations as required to Council, Corporate Management Team, Senior Management Team and at other forums.
- 2.11 Inform budget for the Delivery and Contracts Unit and regularly monitor budget to ensure compliance with all necessary parameters and reporting requirements.
- 2.12 Develop, implement and monitor individual and team action plans, developed in consultation with team members and the Manager - Infrastructure Planning and Delivery.
- 2.13 Ensure the operations of the Delivery and Contracts Unit are financially sustainable and reporting requirements are complied with.
- 2.14 Provide an active mentoring role in the professional development of staff.

3.0 Core Physical Requirements

- 3.1 Capacity to undertake office based activities including sitting as a desk and using a computer for extended periods.
- 3.2 Capacity to work in an outdoor environment for varying periods of time.
- 3.3 Capacity to, on occasion, lift items specified in weight within individual limits.

4.0 Accountability and Extent of Authority

- 4.1 Participate in policy development by the use and application of proven professional engineering procedures and knowledge. The position provides discreet professional project management/contract management/procurement advice to the Council.
- 4.2 Accountable for the provision of expert advice on matters applicable to project management, contract management, procurement and building management.
- 4.3 Accountable for the effective management and development of a team of project managers and technical staff in the delivery of Council projects.

5.0 Judgement and Decision Making

- 5.1 This position has a significant degree of autonomy and will be required to make decisions that have long-term outcomes and effects on Council and the community.
- 5.2 Advanced technical skills will be required to solve problems of a complex nature and will require advanced decision making skills to make choices from multiple options.

6.0 Knowledge and Skills

6.1 Specialist Knowledge and Skills

- 6.1.1 Developed skills and ability in the application of project management, contract management and civil engineering investigation, design and construction practices and techniques.
- 6.1.2 Highly developed analytical and investigative skills.
- 6.1.3 Strong project management skills.
- 6.1.4 Advanced decision making skills.
- 6.1.5 A sound knowledge of budgeting, accounting and financial procedures.
- 6.1.6 A sound knowledge of OH&S and risk management.

6.2 Management Skills

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6.2.1 Demonstrated skills in managing time, setting priorities, planning and organising own work and other employees to ensure specific and set objectives are achieved despite competing demands for time.

6.2.2 Ability to motivate and develop specialist professional staff on an individual basis.

6.3 Interpersonal Skills

6.3.1 Ability to gain cooperation and assistance from peers, consultants, developers, agency representatives, members of the public and other employees to achieve the objectives of the unit.

6.3.2 Highly developed interpersonal and communication skills.

6.3.3 Highly developed report writing skills.

7.0 Qualifications and Experience

7.1 Qualifications as a Professional Engineer admitting to membership of Engineers Australia.

7.2 Significant experience in management preferably in local government, state government or the development industry.

7.3 Specialist knowledge in project management, contract management, procurement and building management.

8.0 Key Selection Criteria

8.1 Qualifications as a Professional Engineer admitting to membership of Engineers Australia.

8.2 Significant experience in management preferably in local government, state government or the development industry.

8.3 Proficiency in the application of project management, contract management and procurement.

8.4 Strong leadership and management skills with the ability to motivate and develop specialist professional staff.

8.5 Demonstrated skills in resource management together with a sound knowledge of budgeting, project management and project delivery.

8.6 Ability to write clear and concise reports for the provision of expert engineering advice and recommendations on engineering matters.

8.7 Sound knowledge of OH&S, Legislation, Codes of Practice, Acts and Standards applicable to Engineering and Local Government.

8.8 A current driver's license.

9. Authorisation

Authorised by: Director - Infrastructure Services

Date:

Employee's Signature

Date: