

Job title: Project Officer- Major Projects	
Classification: Band 6	Effective Date: November 24
Reports to: Project Director	Tenure: Full Time - Ongoing

About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer
Experience and
Service Delivery**



**Great
Organisational
Culture**



**Innovation
and Continuous
Improvement**



**Good Governance
and Integrity**



**Long Term
Financial
Sustainability**

We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

To provide high quality administrative and project support to the Major Projects Department.

Key Responsibilities

Position Specific Responsibilities

- To assist the Major Projects team in the delivery of Department projects.
- Meet regularly with the project team members to understand the specific needs of each project and determine where assistance is needed. Assistance may be in, preparing documentation on project related tasks, engaging with service teams or stakeholders, reviewing advice and preparing options, closing out project defects, finalising the delivery of project scope items not yet procured, preparing project decisions for Project Control Group consideration, tracking delayed payments, making copies, reviewing and sending out meeting minutes, following up with subcontractors or material suppliers to ensure the proper documents are received; and other needs as required.
- When a new project is assigned, establish an appropriate electronic and main file in HPE Content Manager is set up standard folder files.
- Review each project from start to finish and become familiar with the unique and regular aspects of the project. Understand the invoice/payment cycle and assist in coordinating and ensuring timely payments and in accordance with the Securities O Payments (SOP) Act.
- Interface with contractors, consultants and subcontractors to ensure contracts, insurance details and company information are up to date.
- Assistance with the preparation of specification and tender documents for contracts.
- Attend project and team meetings, take minutes and distribute.
- Liaise the Strategic Communications and Customer Service Department to update and maintain project websites.
- On receipt of vendor contracts, company information and purchase orders, thoroughly review before entering/filing to ensure all elements have been returned and signed in the appropriate locations update compliance flag in Council accounting system.
- Liaise with Project Managers (PM's) to ensure that capital costs are allocated correctly, raising/tracking status/approval of blanket purchase orders (PO's) for contractors. Assist PMs to carry over project funding from previous financial year and determine when/what is available funds are remaining within contract and ensure that it aligns with Procurement, Capital Works team and MAGIQ.

- Ensure accurate Capital Work balances are calculated for the End of Year Accounts. This includes the calculation of accruals that are based on sound methodology, approval of weekly/monthly invoices for payments pending contractual agreement or non-contract especially during the middle of the month and end of the month.
- Work in accordance with the project management framework and utilise the project management system.
- Ensure accountability in relation to policies and procedures in particular the Procurement Policy and be the primary contact for all accounts payable enquiries/invoices received for all major projects including verify, reconcile and approve.
- Provide project analytical support as required which may include sorting out unmatched invoices/incorrect Purchase Order numbers on invoices and raising new vendor request for suppliers not in the procurement system.
- Assist in preparation of financial reports as required on project progress.
- Assist in the development of service team and stakeholder engagement activities.
- Maintain adequate records, documents and correspondence to build a complete audit trail for each capital project undertaken ie as built documentation, signing off of defects.
- Administer the tendering and tender bid evaluation process.
- Assist the Project Director in the coordination of Department Planning and preparation of annual Department Plans, Department financial and Budget reporting.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety.

Authority

Budget: Nil.

- Monitor budgets and prepare tenders, estimates & quotations.

Staff responsibility: Nil.

- Provide on the job supervision for project contractors and supervise external contractors.

Decision Making:

- The position will require problem solving and has the scope to exercise discretion in the application of the established standards and procedures.
- Ability to select appropriate methods & processes to solve problems using technical knowledge and experience.
- Ability to prioritise works & allocate to in-house staff, external contractors & consultants as appropriate.
- Guidance & advice is usually available.

Key Relationships

- Reports to the Project Director and liaises with Department staff, Council staff, service providers, contractors, suppliers, community groups and customers.
- Liaises closely with management & staff at all levels including Director level.

Skills and Attributes

Qualifications/Certificates/Licences and Experience

- Experience in project management and delivery and the tasks necessary for the effective administration of project and issues resolution..
- Knowledge and/or experience with building project environments desirable.
- Tertiary qualified with relevant Degree or Diploma; or relevant experience.
- Experience in project risk identification and management.

Technology

- Experience and proficiency in Microsoft Office packages, including Word, Excel, Records Manager, Pathways and Council's various purchasing and administration software.

Interpersonal

- Good oral and written communication skills and excellent telephone manner.
- Be able to resolve job specific problems and gain cooperation and assistance from staff, members of the public and customers in the administration of well-defined activities.
- Maintain open and frequent communication with the Major Projects team to ensure priorities are set and expectations are clear.
- Ability to resolve issues with customers & contractors in a professional & courteous manner.

Leadership/management:

- Cooperate with other staff and gain assistance where required.

Other Attributes

- Skills in managing time and organising and planning own work.
- Ability to plan & organise own work and set priorities.
- Ability to work successfully in a team environment as well as independently with minimal supervision.

Key Selection Criteria

- Skills in time management, setting priorities and planning and organising.
- Proficiency in Microsoft Office suite of applications, particularly Excel and MS Project are essential.
- Ability to gain cooperation and assistance from clients, members of the public and other staff members.
- Proven experience in Project Management and ability to work autonomously to resolve project issues.

Physical Requirements

POSITION TITLE: Project Administrator

LOCATION/DEPARTMENT: Whitehorse Civic Centre / Major Projects

TASK DESCRIPTIONS

Task	Performed Often	Performed Sometimes	Never/Rarely Performed
Keyboard duties	✓		
Reading tasks	✓		
Writing tasks	✓		
Sitting (extended periods)	✓		
Walking/standing (briefly)	✓		
Walking/standing (extended)			✓
Driving car/utility/truck			✓
Lifting/carrying duties (light)			✓
Lifting/carrying duties (heavy)			✓
Pushing/pulling tasks (light)			✓
Pushing/pulling tasks (heavy)			✓
Chopping/digging tasks			✓
Bending/kneeling requirements			✓
Climbing stairs/ladders/scaffolds			✓
Handling grease/oils			✓
Exposure to dust/dirt			✓
Exposure to hazardous materials			✓
Exposure to noise			✓
Repetitive arm/wrist/hand movements	✓		