

POSITION DESCRIPTION

Position Title:	Civil Project Officer
Business Group:	Infrastructure
Service Unit:	Infrastructure Management Services
Salary Point:	12
Position Reports To:	Civil Services Coordinator
Staff Management:	Responsible for own work
Budget Responsibility:	Nil
Date PD Reviewed:	March 2017

Organisation Context of Position

The City of Newcastle employs over 900 staff and is responsible for a local government area of 187km². Newcastle has a population of 148,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, The City of Newcastle has a variety of locations across the City and encompasses three Groups:

- Planning & Regulatory
- Corporate Services
- Infrastructure

The purpose of the Infrastructure Group is to:

- Ensure whole of life planning and maintenance of Council's built, physical and natural assets including infrastructure, traffic management, natural resources, waste management, plant and fleet assets.
- Managing delivery of civil works and environmental projects across the LGA.
- Provide contract management services to Council, including the management of relevant works and services delivered by external providers.
- Manage the operations and maintenance of Council's outdoor leisure facilities, including parks, bushland, pools, beaches, ocean baths and community halls.
- Provide services that improve presentation of the city, including waste collection and management, graffiti removal, and street cleaning.

The Business Units that form part of the Infrastructure Group are:

- Infrastructure Planning
- Civil Works
- Projects & Contracts
- Facilities & Recreation
- Waste Management

Work Health & Safety

WH&S Level	Level 6
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For specific WH&S Responsibilities, Authorities & Accountabilities applicable to this position, the position holder shall refer to the WH&S Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WH&S Responsibilities, Authorities & Accountabilities.

Position Responsibilities

- To effectively project manage and co-ordinate diverse and complex major civil projects simultaneously; includes civil design and CAD processes, contract administration and management, consultant / contractor engagement, property management and development applications.
- To deliver high quality civil design plans and documentation including project investigations, concept development, estimates and environmental reports for road, drainage and recreational infrastructure.
- A higher level of technical competence through the application of knowledge and skills in other disciplines and related areas such as asset management and structural, geotechnical, environmental, heritage, traffic engineering and property acquisitions and legal documentation.
- To provide specialist technical expertise, professional advice and quality /efficient service to internal and external service providers regarding civil design issues.
- Translate and interpret specialist reports and use analytical approaches and judgement to assess situations and produce solutions to civil project issues.
- To undertake and deliver projects with a high level of independence, maintaining a high level of current expertise and to assist and mentor less experienced staff in skill enhancement for their personal and team benefit.
- A greater requirement to undertake specific activities which focus on team development such as improved work methods, preparation and the development of team processes and flowcharts, maintenance of technical procedures and quality systems.
- Ensure potential hazards and risks are identified and eliminated/reduced in the preparation of design documentation by applying WHS and Safety in Design principals. Stronger analytical skills as part of problem solving and application of risk management principles in determining project solutions.
- To undertake effective consultation with the Community, Council staff and Councillors, as appropriate for each project to meet the design, budget and community needs.
- Expanded communication, and constant independent liaison with construction personnel, providing advice and decisions on technical issues.
- Implement project management practices that support a quality management approach to projects, environmental sustainability and cost effective project solutions.
- Maintain awareness of changing design standards and environmental requirements to meet higher expectations of technical competence.
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.

Position Selection Criteria

Essential

1. Diploma of Civil Construction Design or equivalent.
2. Demonstrated written and verbal communication skills including ability to negotiate outcomes and resolve project related conflicts.
3. Demonstrated computer and keyboard skills in the use of office software such as word processing, spreadsheets, email etc.
4. Advanced skills and competencies in computer aided engineering design (preferably using 12D).
5. Understanding of Work Health and Safety issues and Equal Employment Opportunity policies.
6. C Class Driver's Licence.
7. Demonstrated experience in project management, project delivery and contract management of civil design projects and consultants.
8. High level knowledge of and experience in civil project investigations (including road and drainage works), and their design, documentation, estimation, consultation and environmental review (including water quality, noise / vibration, land contamination, flora / fauna, indigenous and cultural heritage etc.). Understanding of motor traffic regulations and Local Traffic Committee role in respect to signposting and line marking, traffic control devices and driving and parking requirements.

Desirable

1. Demonstrated knowledge and understanding of environmental guideline requirements under the EP & A Act and a working knowledge of the Local Government Act and the Roads Act and related regulations, and their impacts on project development. Approval and construction and experience in the preparation of DA / CC submissions and knowledge of DA processes.
2. Knowledge and understanding of construction practices and an awareness of surveying practices, geotechnical principles and pavement design.
3. Knowledge of Council's operations and responsibilities and the roles of relevant Government Departments.
4. Demonstrated experience and skills in computer aided drafting (preferably using Microstation).