

# SHIRE OF KENT

## Position Description



<b>Role title:</b>	Coordinator Projects and Assets
<b>Department</b>	Infrastructure Services
<b>Level:</b>	Level 8 (Local Government Industry Award 2020)
<b>Position Objective:</b>	<p>To provide professional Project Management support across the Shire's capital and operational projects in addition to strengthening the Shire through grants.</p> <p>Oversee and implement the Shire's Asset Management Plans to ensure quality and safe assets across the Shire for use and enjoyment by all.</p>
<b>Stakeholder Engagement:</b>	<p>The position works collaboratively with all team members across the Shire to ensure projects are delivered within scope.</p> <p>Externally it liaises with state and federal departments, residents and businesses to actively and positively contribute towards the growth of the Shire.</p>
<b>Direct Supervisor:</b>	<p>Manager Infrastructure</p> <p>This position will also work closely with others in the executive team.</p>
<b>Direct Reports:</b>	<p>1 x Building Maintenance Officer</p> <p>2 x Gardener</p> <p>1.9 x Cleaner</p>
<b>Total Number of Reports:</b>	4.9 FTE

Acknowledgement	
<i>Employee Signature</i>	<i>Date</i>
<i>Manager Signature</i>	<i>Date</i>
<i>CEO Signature</i>	<i>Date</i>

Date position registered

### Key Responsibilities

- Deliver the Shire's budgeted capital and operational projects (as assigned) including procurement, contractor engagement, programming, contract administration, stakeholder engagement, site supervision and reporting
- Undertake pre-project investigative tasks including but not limited to planning, building and environmental aspects.
- Develop, implement and maintain the Shire's Asset Management Plans
- Ensure all community assets and buildings are maintained in a safe and clean state
- Oversee the day to day activities in relation to maintenance of streetscapes, parks, gardens and other open spaces to ensure a high quality amenity
- Plan and deliver Natural Resource Management activities that provide a benefit to the Shire
- Actively investigate and apply for grant opportunities in line with the Shire's strategic vision
- Undertake community engagement in relation to community aspirations and projects
- Provide statistical and budgetary reports to the Executive Management Team
- Contribute to research and identification of community service and recreation trends and cater for those needs accordingly
- Perform other reasonable duties as requested, within the scope of this position and in accordance with skills, knowledge and experience.

### Selection Criteria

#### Essential:

1. Diploma level qualification in Project Management (or similar discipline) OR significant demonstrated experience in a previous role
2. Proficient skills in and understanding of the principles and processes of Project Management and Asset Management
3. Proficient line management and interpersonal skills to develop an efficient and effective team
4. Proficient with the use of MS suite of software
5. Minimum C Class Drivers Licence
6. Current National Police Clearance (NPC), dated within 6 months of commencement

#### Desirable:

7. Local Government experience