

POSITION DESCRIPTION

Position Title:	Resource Officer	Portfolio:	Asset and Environmental Sustainability
Position Number:	218151	Business Unit:	Resources and Sustainability
Position Reports to:	Principal Specialist Resources and Sustainability	Team:	
Classification Level:	6	Status:	Full Time
Agreement:	Scenic Rim Regional Council Enterprise Bargaining Certified Agreement 2012-2014		
Award:	Queensland Local Government Industry (Stream A) Award – State 2017		
Position Objective:	This position is required to contribute to the management and resourcing of Asset and Environmental Sustainability projects; including but not limited to capital works, maintenance and alliance works.		

Our Values

<p>Communication We actively promote clear, concise and open discussion between staff, Council and communities</p>	<p>Respect We act respectfully to each other, accepting each person's individuality and their role.</p>
<p>Teamwork We work cooperatively to achieve common goals, drawing on the strengths of each other, in a supportive and safe environment.</p>	<p>Honesty We act with integrity and when we ask an honest question, we get an honest answer.</p>
<p>Accountability We accept ownership of our role and responsibility for our actions.</p>	<p>Trust We build strong relationships that we believe in and rely on.</p>
<p>Staff worth Our actions demonstrate that our people matter.</p>	<p>Quality We have pride in whatever we do, and strive to do it well</p>

Key Responsibilities

Fulfil the accountabilities of this role in accordance with Council values and as varied from time to time to achieve Council objectives. Key responsibilities include the following:

- Contribute to the management and resourcing of Asset and Environmental Sustainability projects including coordinating day labour, contract and recoverable works. This comprises of civil construction projects, maintenance of roads, drains and bridges, alliance works, responding to “Requests for Action” from internal and external customers, and the provision of timely reports and briefings to ensure Principal Specialist Engineers and Managers are kept fully informed on activities.
- Achieve performance targets for project delivery time frames and budget compliance in the designated area of responsibility.
- Coordinate the allocation of resources, plant and materials to specific activities to ensure appropriate outcomes in line with resources and sustainability Business Unit plans.
- Develop, review and evaluate procedures, work practices and techniques to ensure ongoing development in effectiveness and efficiency of outcomes, and compliance with relevant regulations.
- Exercise skills in human resource management to review and address performance and work standard of subordinate personnel including assessment of training needs and assist in their on-the-job training, and advise the Principal Specialist Resources and Sustainability of these requirements.
- Provide specialist advice to subordinate staff in relation to Asset and Environmental Sustainability Portfolio practices.
- Assist with the development, operation and control of the Annual Budget for the Resource and Sustainability Business Unit by preparing budget submissions for areas of responsibility as requested by the Manager and Principal Specialist Engineers, preparing estimates of cost for routine works undertaken, and monitoring budget expenditure for areas of responsibility to ensure compliance, and providing advice to Principal Specialist Engineers and Manager of significant variations.
- Assist with Quality System development, operation and control for the Asset and Environmental Sustainability Portfolio, including monitoring daily work practices, and monitoring standard of completed construction to ensure consistently high quality of works and adherence to Council’s Quality Assurance Manual and procedures.
- Assume responsibility for the security and condition of all Council vehicles and equipment within area of responsibility.
- Be available after hours on a roster basis as duty officer for attendance at emergencies and other situations requiring after hours attention.
- Prepare site safety plans, conduct site safety inductions, conduct Toolbox Talks and arrange traffic management plans.
- Prepare and monitor job programs using Microsoft Project and be responsible for the detailed short-term programming and prioritising work as evident on the weekly works program as presented to Council.
- Advise the Principal Specialist Resources and Sustainability on plant performance and future requirements.
- Comply with Council policies, procedures and instructions to deliver quality and safe services.

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- Maintain accountability and appropriate use of information systems and maintain vigilance to comply with record keeping requirements.
- In accordance with the Work Health and Safety Act 2011, take reasonable care for your own health, safety and wellbeing and take reasonable care to protect the health, safety and wellbeing of others

Skills, Knowledge and Experience

Formal Qualifications/Technical skills

- An Advanced Certificate in Civil Construction Supervision and/or significant experience in a similar role.
- General Construction Induction Card.
- C Class Drivers Licence.
- Knowledge of the Microsoft Office Suite including Microsoft Project and ability to quickly learn and use different software programs including Councils electronic data management system (ECM).
- Competent report writing skills.

Knowledge

- Knowledge of construction plans, quality assurance procedures, and budgetary control of construction projects.
- Comprehensive knowledge of civil construction activities performed by the Asset and Environmental Sustainability Portfolio.
- Comprehensive knowledge of methods of operation, organisational structure and functions of the Asset and Environmental Sustainability Portfolio.
- Comprehensive knowledge of programmes and activities of the Resources and Sustainability Business Unit.
- Detailed knowledge of civil works activities including plant and equipment used in a civil works environment.

Experience

- Experience in personnel management and the supervision of field staff including the ability to identify staff training needs, with the ability or qualifications required to train and coordinate training for staff.
- Previous local government experience.
- Demonstrated experience in managing operational activities including capital and maintenance budgets and resource management.
- Advanced skills in planning and programming of works including establishing priorities and workflow.
- Demonstrated success in building relationships, excellent interpersonal skills and an ability to deliver quality customer service.

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Organisational Competencies

CUSTOMER FOCUS	Understands and demonstrates a commitment to quality service outcomes by tailoring and meeting the needs of a diverse range of customers.
COMMUNICATION	Communicates effectively through verbal and non-verbal correspondence, adapting to audience needs and responses. Translates technical information into easily understandable information.
PROJECT MANAGEMENT	Identifies project deliverables and success measures; communicates with all project team members and stakeholders; works in accordance with the project plan; measures, record and reports progress of activities against schedules and plans; monitors income and expenditure.
RESULTS	Organises routine functions, activities or duties. Provide advice and guidance to others on how to deliver outcomes with competing timelines ensuring that quality is not compromised

Organisational Relationships

This position:

- Is responsible for up to 20 direct reports and external contractors.
- Is a service provider to the Asset and Environmental Sustainability portfolio.

How will a candidate be assessed for this position?

- Please provide a current Curriculum Vitae or Resume (maximum of 5 pages). Your CV should include the names of at least three current/recent referees. One referee should be a manager you have worked for during the past two years.
- Please provide a statement (maximum 2 pages) where you can demonstrate how your skills, knowledge and experience meet the specific requirements and responsibilities of this position.

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