

POSITION DESCRIPTION

Position Title:	Coordinator Infrastructure Design
Award/Agreement:	TOC Industrial Agreement 2024 (and any subsequent agreement)
Classification level:	Level 10
Directly reports to:	Manager Design and Construction
Positions under Direct Supervision:	Nil

Organisational Context of Position

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km². The Town has a population of approximately 11,000 people and is located in the picturesque western suburbs of Perth, Western Australia. The Town has five key goals areas: Leadership and Governance, People, Liveability, Environmental Sustainability and Prosperity.

Organisational Mission

We exist to deliver quality services for Claremont today and to build the foundation for the future.

Organisational Vision

The Town is a progressive, respectful, sustainable, local government supporting a connected, flourishing community.

Organisational Values

- **Respect:** We are responsible for how we behave in our workplace and will show respect and courtesy to all of our colleagues and customers.
- **Integrity:** We are open, accountable and honest.
- **Quality Communication:** We demonstrate our respect for our community and each other through timely, accurate and understandable communication.
- **Customer Service:** Every contact with a customer is important and an opportunity to demonstrate our commitment.
- **Excellence:** Our focus is quality outcomes achieved on time, on budget.

OBJECTIVE OF THIS POSITION

This position provides leadership in the engineering design team delivering a wide range of infrastructure and engineering projects

Objective 1: Infrastructure Design

- Lead the management, coordination and delivery of design projects in accordance with industry best practices and statutory requirements
- Design and drafting utilising AutoCAD and Civil 3D software.
- Engage with stakeholders, external providers and consultants to develop and agree project scope, budgets, timelines and deliverables.
- As assigned by the Manager Design and Construction, oversee outsourced major design projects, including inter alia scope definition, consultant brief and procurement processes
- Prepare quantities, schedules and cost estimates
- Prepare contract documentation for projects as required and assess tender submissions.
- Investigate engineering and traffic-related service requests and provide recommendations to resolve.
- Preparation and submission for Federal and State Grants.
- Prepare reports to Council on tenders and other technical matters related to design and traffic management issues.

Objective 2: Technical Support

- Provide technical advice to internal and external stakeholder relating to Town assets and projects
- Undertake research and provide a technical information service to management and Council as required.
- Coordinate the investigations of engineering and infrastructure assets as appropriate.
- Undertake research and provide a technical information service to management and Council as required.

Objective 3: Financial Management

- Ensure all civil infrastructure construction projects are delivered within budget constraints.
- Manage contract payments, claims and variations in accordance with contractual obligations and City policies.
- Operate within the authorised financial limits, delegations, and practices outlined in the City's financial policies.
- Benchmark external providers to ensure services are efficient, effective and value for money.
- Provide input into the 5-yr capital works programme and annual capital and operating budget processes relating to project priority and cost estimates.

Objective 4: Administration and Customer Service

- Provide contract administration support, including development of contract specifications, compilation of tender documents, and supervision of service provider and supply contracts.
- Prepare correspondence to customers, contractors, consultants, government authorities etc. in accordance with the Customer Service Charter.
- Prepare management reports detailing the activities and performance of the work area..
- Represent the City on external committees, presentations, and events, as appropriate.
- Attend meetings to provide advice and input on matters related to projects and operational programs.

Objective 2: Work Health & Safety (For all Staff)

- Comply with all workplace procedures for hazard identification, risk assessment and risk control.
- Actively participate in safety activities associated with the management of workplace health and safety.
- Follow policy and procedures as required.
- Take reasonable care to ensure his/her own safety and health at work.
- Avoid adversely affecting the safety of any other person.
- Identification and reporting of health and safety hazards, accidents, incidents, injuries, property damage at the workplace.
- Ensure the correct personal protective equipment is used for the task or activity.

Objective 3: Corporate Responsibility (All Staff)

- In all actions, be accountable and employ ethical decision making and good governance in line with Town's Code of Conduct, values, policies and procedures.
- Demonstrate an ongoing commitment to the Town's Customer Experience Charter.
- Provide a high level of customer service.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Ensure compliance with purchasing policies and best practice in purchasing.
- Promote the development of efficient work practices.
- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Adhere and follow the Town's Record Keeping Plan.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

Objective 4: Continuous Improvement (All Staff)

- Employ the mind set of continuous improvement to all work tasks.
- Support team members to review and analyse processes to identify possible improvements.
- Contribute to developing a culture of acknowledging and celebrating efforts to improve processes.

SELECTION CRITERIA**Essential**

- Diploma in Civil Engineering or equivalent or substantive progress towards diploma.
- Significant experience (5–10+ years) in engineering and infrastructure design
- Strong leadership and team capabilities.
- Demonstrated ability to manage multiple projects simultaneously.
- In-depth knowledge of contract management, procurement, and regulatory compliance.
- High levels of competency in estimation and costing.
- Excellent communication, negotiation, and stakeholder engagement skills.
- Proficiency in AutoCAD, 3D Design and other design and analysis software
- Current driver's license.

Desirable

- Tertiary qualification in Civil Engineering or Advanced Diploma in Civil Engineering.
- Knowledge of local government processes, legislation, and funding mechanisms.

REQUIREMENTS

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for sighting or a certified copy of qualification (where listed as Essential in Position Description).

- Provide for sighting 100 points of identification including at least one with a photograph (i.e. Driver's License and Passport or Birth Certificate).
- Provide and maintain a Police Clearance (at employee cost).
- Provide and maintain evidence of the Right to Work in Australia.
- Complete a pre-employment medical (Town's GP to confirm fitness to work in position).
- Sign a change of circumstances employee declaration.

Some positions may be required to undertake other checks and verifications such as Working With Children Check and these will be specifically indicated in the Selection Criteria.

PROBATION

Unless otherwise stated in a Letter of Offer, this position is subject to a 6 month probation period, at which time work performance will be reviewed to determine whether permanent appointment will proceed.

Signatures

Director Approval

Signature	Date
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Employee

Signature	Date
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