

POSITION DESCRIPTION

Position Title:	Project Officer (Works)
Award/Agreement:	TOC Industrial Agreement 2024 (and any subsequent agreement)
Classification level:	Level 9 - 0.8 FTE
Directly reports to:	Director Infrastructure
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 is responsible for managing and supporting a wide range of projects, including capital works and community infrastructure. Key responsibilities include planning, coordinating tasks, stakeholder engagement, and ensuring projects meet objectives, timelines, and budgets.

Objective 1: Project Planning and Administration

- Coordinate project logistics, adhering to contracts and documentation.
- Liaise with clients and attend site works to support project deliverables.
- Raising purchase orders and maintaining procurement records in line with approved budgets and the Town's procurement policies.
- Assist in developing Request for Quotes and Tenders for projects.
- Organising the progress claims, variations, and invoicing of works.
- Assist with project budget compilation using accurate costing and an understanding of cost increases in project works.
- Ensuring contractors have their JSA and approvals prior to project commencement, and document.
- Maintaining project records and close-out documentation.
- Coordinating internal communication across projects, providing timing and schedules to support the works.
- Monitoring outstanding payments and client follow-ups to support accurate financials.
- General office and project admin tasks as required relevant to the position.

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

- Experience in project coordination relative to infrastructure works.
- Industry exposure in construction, engineering, or industrial work.
- Tertiary qualifications in Business, Project Management or related discipline.
- Excellent communication skills, both verbal and written.
- Excellent organisation, prioritisation and time management skills.
- Proficiency in Microsoft Office and project tools (Excel, Project Manager or other).
- Strong administration skills including budget management.
- Proactive, reliable attitude with a problem-solving mindset.
- White card and knowledge of WHS procedures relevant to infrastructure projects.
- Driver's licence

Desirable

- Local Government experience.
- Relevant trade qualification.

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) or completion of a medical questionnaire.
- 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

Chief Executive Officer Approval

Signature

Date

Employee

Signature	Date
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