

POSITION DESCRIPTION

Infrastructure Support Officer

POSITION TITLE	Infrastructure Support Officer	POSITION CODE	WKS262
DIRECTORATE	Shire Futures	SECTION	Infrastructure Engineering
REPORTS TO	Infrastructure Coordinator	GRADE	G
DATE PD APPROVED	June 2013	LOCATION	Picton
DATE PD REVIEWED	September 2026	DIRECT REPORTS	Nil

COUNCIL OVERVIEW

Working at Wollondilly Shire Council, you will help to achieve our organisational vision, *Making Wollondilly even better, together*. All of our staff live and role model our Corporate Values of Accountability, Agility, Service Excellence, Integrity and Collaboration.

PRIMARY PURPOSE OF THE POSITION

Proactively lead and coordinate Council's grant funding and Infrastructure Engineering program administration functions, identifying and pursuing funding opportunities and supporting strong funding outcomes for Council. Coordinate and collate the development of the Capital Works Program to adoption and handover for delivery, supporting the translation of Council's strategic priorities into a clear, funded and deliverable works program. The position also coordinates emergency funding claims and provides targeted financial and administrative support to Infrastructure Engineering and Asset Management functions.

KEY ACCOUNTABILITIES

- Coordinate the development and administration of grant applications in accordance with Council's grants processes, including claims, acquittals and associated reporting.
- Coordinate and administer natural disaster and emergency funding claims, ensuring required evidence, financial records and submissions are completed within funding requirements and timeframes.
- Coordinate and collate Capital Works Program information through internal planning, review and prioritisation processes to adoption and handover for delivery, working with relevant teams to maintain accurate project, funding and program information. Provide financial and administrative support to the Asset Management Team, including asset accounting, financial reconciliation, data and reporting activities.
- Undertake other financial, program coordination and administrative activities that support the effective operation of the Infrastructure Engineering Section.
- Participate in the ongoing review and improvement of processes at all levels of the organisation.
- Communicate effectively (written and oral) with all levels of the organisation on all matters relevant to the position.
- Show initiative and innovation when investigating, analysing and solving problems or taking advantage of opportunities.
- Operate in a confidential atmosphere and maintain discretion at all times.
- Work independently and make decisions, where appropriate.
- Additional duties as required within the limits of the employee's skill, competence and training.

KEY CHALLENGES AND COMPLEXITIES

1. Coordinating multiple funding and program processes, meeting external funding deadlines and maintaining financial accuracy across competing priorities.
2. Coordinating information and inputs from multiple teams and stakeholders to maintain accurate and

POSITION DESCRIPTION

Infrastructure Support Officer

- timely grant, financial and Capital Works Program information.
3. Developing and maintaining a strong working knowledge of Council's financial, asset, grant and program systems, processes and funding requirements.

KEY RELATIONSHIPS

INTERNAL INFLUENCE?

WHY?

Employees, Managers, Directors

Works collaboratively across Infrastructure Engineering, Finance and other Council teams to coordinate financial, grant, asset and Capital Works Program information and processes.

EXTERNAL INFLUENCE?

WHY?

Government authorities and funding bodies, consultants, auditors and other relevant external stakeholders

Liaises with external stakeholders regarding grant applications, funding claims, reporting requirements and supporting information.

AUTONOMY AND DECISION MAKING

The role works with a high degree of independence in coordinating established financial, grant and program processes, identifying and resolving issues within its area of responsibility and escalating matters requiring specialist or management input. Decisions are made in accordance with Council policies, procedures and delegations.

CODE OF CONDUCT, POLICIES, PROTOCOLS AND PROCEDURES

Employees are to adhere to Council's Code of Conduct, policies, protocols and procedures at all times.

FRAUD AND CORRUPTION PREVENTION

Council has a zero tolerance towards fraud, corruption or any behaviour that may bring Council into disrepute with the community. All Council has employees have a responsibility to identify, prevent and report fraud, corruption and behaviour that may bring Council into disrepute.

RISK RESPONSIBILITIES

Employees have a day to day responsibility to identify, analyse, evaluate and treat all risks that relate to their role and Council.

CAPABILITIES FOR THE POSITION

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: 'how we do things around here'. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

POSITION DESCRIPTION

Infrastructure Support Officer

Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Foundational
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Intermediate
	Assets and Tools	Adept
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Intermediate	- Understands what needs to be done and steps up to do it - Pursues own and team goals with drive and commitment - Shows awareness of own strengths and weaknesses - Asks for feedback from colleagues and stakeholders - Makes the most of opportunities to learn and apply new skills

POSITION DESCRIPTION

Infrastructure Support Officer

Group and Capability	Level	Behavioural Indicators
Results Plan and Prioritise	Adept	- Consults on and delivers team/unit goals and plans, with clear performance measures - Takes into account organisational objectives when setting and reviewing team priorities and projects - Scopes and manages projects effectively, including budgets, resources and timelines - Manages risks effectively, minimising the impacts of variances from project plans - Monitors progress, makes adjustments, and evaluates outcomes to inform future planning
Results Deliver Results	Intermediate	- Takes the initiative to progress own and team work tasks - Contributes to the allocation of responsibilities and resources to achieve team/project goals - Consistently delivers high quality work with minimal supervision - Consistently delivers key work outputs on time and on budget

SELECTION CRITERIA INHERENT REQUIREMENTS

Essential Experience

- Demonstrated ability to work with financial, program or other complex data, including analysing information and producing accurate records and reports.
- Demonstrated initiative, with the ability to work proactively and with minimal supervision.
- Demonstrated high-level organisational and coordination skills, with strong attention to detail and the ability to manage competing priorities and deadlines.
- Demonstrated ability to build effective working relationships and collaborate with a diverse range of people and teams.

Essential Qualifications, licences and tickets

- Relevant qualifications in business administration, accounting, finance, project administration or a related discipline, and/or demonstrated equivalent skills and experience.

DESIRABLE REQUIREMENTS

- Experience in grant applications, administration, claims and acquittals including natural disasters.
- Experience coordinating capital works, infrastructure or other organisational programs.

POSITION DESCRIPTION

Infrastructure Support Officer

ACCEPTANCE OF POSITION

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position. I understand this position description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Signature:

Date:

PHYSICAL TASK REQUIREMENTS

Physical Demands – General

- Data Entry – tasks involve the use of hands and arms to enter data on a computer with the use of a keyboard and/or mouse.
- Writing – tasks require written correspondence to be done.
- Verbal communication – tasks involve constant verbal communication with others face to face and via telephone.
- Driving – tasks involve operating a manual or automatic vehicle or item of plant
- Sitting – tasks involve the prolonged periods in a seated position.
- Standing – tasks involve prolonged periods of standing
- Walking – tasks involve walking on uneven, slippery or sloping surfaces
- Colour Perception – tasks require you to be able to differentiate between colours.

Physical Demands – Manual Handling

- Bending/Twisting – tasks involve forward or backward bending or twisting at the waist.
- Reaching – tasks involve reaching with arms raised above shoulder height or forward reaching with arms extended
- Kneeling/Squatting – tasks involve the need to bend down in order to work at lower levels
- Light lifting/carrying – tasks involve raising, lowering, pushing, pulling, striking or moving objects away from or towards the body or the use of tools, equipment or the moving of materials:
 - Light 0-9kg

Working Environment

- Working indoors – tasks involve exposure to air conditioning and non-air conditioned work spaces.

Psychological Demands

- Information ordering – tasks involve arranging things in a certain order.
- Language skills – tasks involve the ability to read, analyse & interpret reports, correspondence, forms, technical drawings, legislation and policies.
- Making Decisions – tasks involve making decisions and operating under short time frames and/or deadlines.
- Mathematical Deduction – tasks involve the ability to calculate figures and amounts and to apply mathematical concepts to practical solutions

WORK HEALTH AND SAFETY

Employees – must cooperate with the employer to ensure the provision of a safe and healthy place of work.

Responsibilities

- To comply with all reasonable direction given to them by their immediate Supervisor.
- To follow and comply with the direction contained in documented WHS procedures, Safe Work Method Statements or Risk Assessments.
- To perform their duties in a safe manner, and to take reasonable care for the safety of others at work.
- Ensure that all incidents and near misses are reported to their immediate Supervisor.
- To use and maintain all safety equipment and personnel protective equipment (PPE) where directed by the Supervisor or signage.
- To be proactive in the identification of potential hazards that may be present in the workplace.

WHS PHYSICAL TASK REQUIREMENTS

Infrastructure Support Officer

Accountability

- Employees will be held accountable for failing to comply with the Work Health and Safety responsibilities listed above.

Authorities

- Employees will have the authority to control any Work Health and Safety issue pertaining to their work activities at their place of work and/or to cease work when there is a genuine concern of risk to their own safety or that of others in the workplace.
- Where the ability to control a Work Health and Safety issue beyond, or progresses beyond an employee's authority, the issue is to be escalated to the next appropriate level of management.

ACCEPTANCE OF WHS REQUIREMENTS

I have read and understand the contents of WHS Physical Tasks and Requirements for my role and agree to work in accordance with the requirements of the position.

Signature:

Date: