Position Description

Capital Works Planning Officer

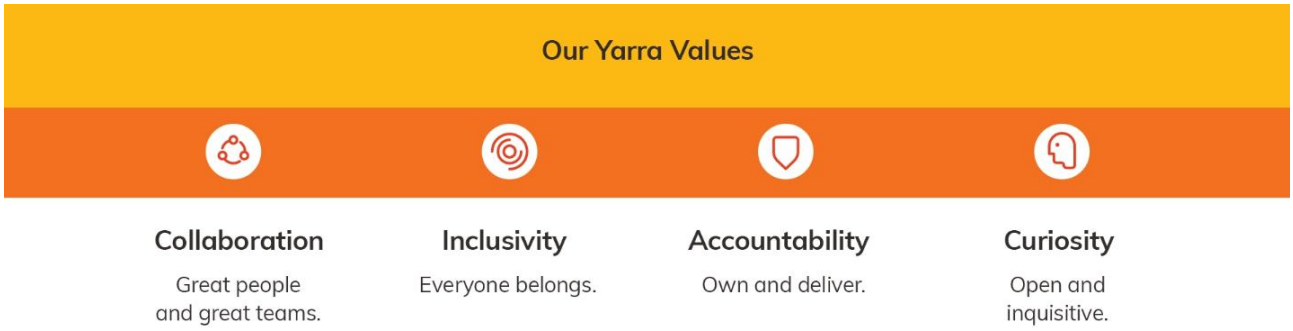
Position Details

Position Title	**Capital Works Planning Officer**
Position Number	100414
Classification	Band 7
Division	Infrastructure and Environment
Branch	Buildings and Capital Works
Unit	Asset Management and Capital Works
Reports To	Coordinator Asset Management and Capital Works
Employment Essentials	• Victorian Drivers Licence • National Police Check

Yarra City Council is committed to being a child safe organisation and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islander peoples, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.



At Yarra Every Job is a Climate Job

Acting on the climate emergency requires that we change the way we think, make decisions, and prioritise action. We must embed proactive climate responses in the ways we govern, live our lives, and conduct our work. Every choice we make today and into the future will have an impact; this is true for Council and the community.

Acknowledging the scale of this crisis, at Yarra we are committed to ensuring that every job is a climate job meaning that each staff member will play a key role in shaping our climate response.

Organisational Context

The Municipality is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

Position Description

Capital Works Planning Officer

The Building and Asset Management Branch is responsible for Council building maintenance, service contracts and projects, along with asset management and capital works planning.

Position reports to:	Coordinator Capital Works and Asset Management
Reporting to this Position:	None
Internal Relationships:	Service Managers, Finance and Project Managers
External Relationships:	Department of Infrastructure and Transport (Commonwealth), Funding authorities, development agencies

Position Overview

The Capital Works Planning Officer is responsible to assist Coordinator Capital Works and Asset Management in identifying, developing and delivering projects associated with the long term capital works planning, annual capital works development and project reporting.

The Capital Works Planning Officer will assist in improving the maturity of the project and asset management functions by documenting and facilitating process improvements within Asset Management and Capital Works Unit.

The incumbent will work closely with Financial Services in compiling necessary financial data in relation to Asset Management and Capital works programming and delivery.

Key Responsibilities

All Yarra employees:

Demonstrate leadership in reducing Yarra's emissions and building a climate resilient future by embedding climate considerations into all of Councils activities.

Capital and Operating Projects

- Under the direction of Coordinator Capital Works and Asset Management, work with Capital Works Officer and various asset managers, project managers, service managers and project sponsors to develop project programs.
- Monitor data quality and improve the capital and operating project reports as needed to support the annual and monthly planning process
- Review current capital and operating projects processes and systems with a view to improve and facilitate outputs and outcomes.
- Assist with defining and implementing the project management requirements for capital and operating projects into the corporate EPMO system.

Developer Contribution, Infrastructure Contribution, Reserves and Grants management

- Develop annual statutory and operational reports for each of Council's contribution funds
- Develop, implement and maintain a grant administration system and ensure all grants are captured and reconciled against projects.
- Monitor grant funding obligations and prepare monthly status reports
- Review current processes that relate to Developer Contribution Plan (DCP), Infrastructure Contribution Plan (ICP) and Open Space Reserve (OSR) and implement improvements in reporting processes and integration with capital works planning and delivery.
- Assist with the development and implementation of management frameworks and associated processes of the DCP, ICP and OSR.

Accountability and Extent of Authority

- **Resource management:** freedom to act set by policies, objectives and budgets; actions taken may have a significant effect on programs or projects, or on public perception of the wider organisation,
- **Specialist advice or regulate clients:** freedom to act subject to professional and regulatory review; actions/advice may have a significant effect on clients or groups,
- **Policy formulation:** freedom to act is generally prescribed by a more senior position; quality of work can have a significant effect on policies being developed.
- Input into policy development.

Judgement and Decision Making

- Problem solving in nature.
- May involve identification and analysis of an unspecified range of options.
- Guidance is not always available within the organisation.

Management Skills

- Management skills to achieve objectives despite conflicting pressures.
- Able to implement Human Resources (HR) policies and practices including awards, EEO and OH&S policies, recruitment and selection procedures and techniques, position descriptions and staff development schemes.
- Expected to contribute to long term staffing strategies.

Interpersonal Skills

- Ability to gain cooperation and assistance from clients, other employees and members of the public in the administration of broadly defined activities.
- Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems.
- Ability to motivate and develop employees.

Risk and Safety Requirements

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures to meet this commitment.

Specialist Skills and Knowledge

- Proficiency in the application of a theoretical or scientific discipline - in search of solutions to new problems/opportunities.
- Analytical and investigative skills in policy formulation.
- Understanding of organisational values, and the legal and political context.
- Knowledge and familiarity of principles and practices of budgeting and accounting/financial procedures.

- Detailed knowledge and understanding of a range of capital works and project planning and monitoring practices for a variety of infrastructure asset classes and project types
- Knowledge and understanding of the typical capital works project lifecycle including early planning, design, consultation, approvals, procurement and delivery
- Highly developed planning and organisational skills
- Well-developed computer skills, particularly in using spreadsheets, project planning/management tools and a good understanding of MS365 including PowerBI, Sharepoint, etc.
- Good understanding of financial systems, budgeting principles, forecasting, cash-flow profiling and operational/capital expenditure treatment.
- Good understanding of asset management principles, valuations and lifecycle modelling.
- Experience in administering grants and reserve funds.

Qualifications and Experience

- Tertiary qualification in project/program management, engineering or asset management with several years' relevant experience, or lesser formal qualifications with extensive experience.
- Experience in capital works planning, project/program delivery, asset management, asset valuations and asset lifecycle modelling.
- Experience in grants and reserve funding management.
- Experience working on continuous improvement projects and demonstrable understanding of the different approaches to continuous improvement

Key Selection Criteria

List the essential attributes upon which applicants will be shortlisted and assessed for selection, including required skills, ability, knowledge, experience and qualifications. Maximum 5 criteria.

1. Qualifications, training or significant experience in project/program management, asset management, engineering or a related discipline
2. Experience administering grants and/or reserve funds
3. Experienced in using spreadsheets with sound understanding of MS apps like PowerBI
4. Demonstrated verbal and written communication skills
5. Proven ability to build and maintain constructive relationships with a wide variety of internal and external stakeholders and ability to work cooperatively within the organisaiton.