

POSITION DESCRIPTION		
	Position Title:	Project Support Officer (PMO)
	Position Number:	P00928
	Directorate:	SCS
	Service:	Strategy and Performance
	Location:	Katoomba
	Date Created/Updated	
	Position Classification:	Band 8

POSITION PURPOSE/OBJECTIVE

The Blue Mountains City Council Project Management Office (PMO) is the custodian of the Blue Mountains City Council Project Management and Governance Framework and also plays a role in helping raise overall project management capability across the organisation.

The current PMO structure splits these roles within the team, with some staff focused on governance and some on capability building. It is expected that staff will be able to move between these roles if needed but will have most of their work associated with either governance or capability.

The responsibilities outlined in this Position Description apply across the whole team. the areas individuals will focus on will be determined based on skills, interest and organisational need, and may change over time.

RELATIONSHIPS

Reports to: (Position Title)	Program Leader, Strategic Outcomes & Project Management
Reports to: (Position Number)	
Staff Responsibility:	Nil
Key Internal Relationships:	Project Managers, Project Sponsors, Service Managers, business representatives, working groups and project teams
Key External Relationships:	Councillors, government authorities, legal advisors and relevant external agencies and consultants.

SPECIFIC RESPONSIBILITIES

Governance

- Support the tracking, monitoring and reporting of the status of the Asset Works Program and other corporate projects to provide a regular accurate record of progress that supports informed action where needed. This includes but is not limited to:

- Assessment of project readiness to move between the stages of the Blue Mountains City Council Project Management and Governance Framework
- Monitoring of projects against milestones, tasks and budget
- Monitoring of risks and emerging issues
- Ensuring requests for variations to scope, schedule or budget are recorded
- Undertake research and analyse data to identify any emerging issues and inform recommendations
- Contribute to the preparation of progress reports and dashboards
- Attend Project Control Group meetings, Project Team meetings and site inspections
- Undertaking post project reviews

Capability

- Support the establishment and maintenance of standard processes and tools for managing projects consistently and efficiently in accordance with the Blue Mountains City Council Project Management and Governance Framework, including:
 - Review and update of the Blue Mountains City Council Project Management and Governance Framework, associated toolkits and templates
 - Development of new tools and templates as needed
- Support improved project management capability across the organisation, including:
 - Assistance with preparing Project Management Plans (where requested by project managers)
 - Maintenance of and assistance with use of relevant corporate systems
 - Undertake project health checks and risk assessments

General

- Establish and maintain collaborative working relationships and facilitate positive outcomes with a wide range of internal stakeholders
- Prepare reports, business papers, briefings, correspondence and memos as relevant
- Assist with management of corporate priority projects as required

Guiding Principles

- We act as one organisation responding to the changing needs of our LGA and community
- We are strategy led, driven by our Community Strategic Plan with clear priorities and focus
- We are service focused ` we continuously improve service provision and provide excellent customer service
- We collaborate and work together to achieve our outcomes
- We ensure safety and well-being is at the centre of our organisation, operations and culture
- We are a financially sustainable organisation, living within our means, ensuring best value resource allocation

These Guidelines complement the Council's adopted Values of: Work Together; Work Safe Home safe; Service Excellence; Value for Money; Trust and Respect; and, Supporting Community

Workplace Health & Safety

Ensure compliance with WHS obligations and responsibilities as outlined in Councils policies and procedures and under the relevant WHS legislation. These include but are not limited to identifying potentially unsafe situations or work practices and notifying your Supervisor or Manager (or the Health, Safety Manager/Area Safety Representative); never performing a task that you believe is dangerous or for which you do not have the experience, or have not received appropriate instructions and training or where the correct equipment to carry out the task safely is not available; always work in a safe manner and in accordance with safety

instructions, where applicable; use the work equipment supplied for the job, in accordance with the manufacturer's instructions), and any personal protective equipment, which the Council deems necessary and has provided; be safety aware and report any actions to your line manager which will assist the Council to meet its legal workplace health and safety obligations.

You have the right to cease or direct cessation of unsafe work. In addition you are required at all times to comply with Council's Asbestos Management Plan and Policy.

COMMUNICATION

The position requires skills to communicate, both verbally and in writing, at all levels across the organisation.

The position will be required to provide input into reports, business papers, discussion papers, and also potentially input into complex reports with feasibility assessments, cost benefits, options and risk assessments.

The position requires customer service skills when communicating with staff at all levels.

JUDGEMENT & PROBLEM SOLVING

The position requires judgement and problem solving skills associated with project planning, management, and reporting. This includes using research, analysis and evaluation of information which may not be readily available.

The position will be required to manage a number of non-negotiable time sensitive deliverables at the one time and develop priorities to complete them on time.

AUTHORITY

The position will be accountable for supporting the effective management and implementation of the Blue Mountains City Council Project Management and Governance Framework, including monitoring and reporting on the delivery of projects and providing assistance to project managers in a range of ways. This role may also be required to directly assist with the delivery of special cross-organisational projects.

SKILL, EXPERIENCE, QUALIFICATIONS & BEHAVIOURAL COMPETENCIES

ESSENTIAL

- Understanding of the principles of project management
- Demonstrated ability to plan and prioritise competing tasks
- Strong written and verbal communication skills appropriate for a range of audiences.
- High level interpersonal skills and a commitment to teamwork
- Strong analytical research skills and demonstrated ability to resolve problems and produce practical solutions.
- Tertiary qualifications or equivalent experience relevant to the position.
- Experience with computers and, in particular, with project management software and Microsoft Office including word processing, spreadsheet and presentation software.
- Sound knowledge and commitment to Equal Employment Opportunity and Work Health and Safety principles and their application in the workplace.
- General Construction Induction Training Card (White Card) or a willingness to obtain one

DESIRABLE

- Local Government experience
- Current Class C Driver's Licence

BMCC POSITIONAL PHYSICAL DEMANDS ANALYSIS

*NOTE: to be completed with the Recruitment Requisition form by the requesting Manager/ Supervisor.
Please contact the WH&S Officer if assistance is required in completing this form.*

Position:	Project Support Officer		
Responsible Manager/ Supervisor:	Program Leader, Strategic Outcomes and Project Management		
Signature:		Date:	

Complete the physical requirements and working condition sections of the table below based on an employees average daily exposure to the tasks listed. Ratings as follows:	Exposure Level	Rating
	No Exposure	0
	Low Exposure (0 – 2hrs daily)	1
	Medium Exposure (2 – 4hrs daily)	2
	High Exposure (4 – 8hrs daily)	3

PHYSICAL REQUIREMENTS									
Heavy Manual Tasks	0	Pushing loads > 5kgs	0	Frequent bending/ stooping	0	Sitting for extended periods	3		
Light Manual Tasks	1	Pulling loads >5kgs	0	Repetitive Lifting	0	Standing for extended periods	0		
Trunk Twisting	0	Extend arms for reaching	1	Elevating arms above shoulder height	0	Kneeling for extended periods	0		
Climbing to access/ exit excavations	0	Throwing	0	Walking on uneven ground	0	Walking for extended periods	0		
Balancing	0	Crawling	0	Hearing above background noise	0	Depth Perception	0		
Colour Vision	0	Fine Manipulation	2	Shoveling/Digging	0				
WORKING CONDITIONS									
PHYSICAL									
Inside Work	3	Outside Work	0	High Temperatures > 38deg	0	Low Temperatures < 3 deg	0		
Operating Machinery	0	Working Near Machinery	0	Working at Heights	0	Noisy Work Areas	0		
Vibration	0	Confined Spaces	0	Prolonged Driving (periods > 2hours)	0	Working Alone	0		
Overhead Work	0	Use of computer for screen-based activities.	3	Prolonged Sitting (periods > 1hour)	3	Prolonged Standing (periods > 1 hour)	0		
CHEMICALS				BIOLOGICAL					
Dusts	0	Liquids	0	Pesticide Spraying	0	Herbicide Spraying	0		
Working with Solvents	0	Mists / Fumes	0	Possible exposure to Hepatitis A, B, C	0	Possible exposure to Tetanus	0		
Gases/ Vapours	0	Odours	0	BIOMECHANICAL					
				Repetitiveness		Fatigue			
ASBESTOS									
Asbestos Awareness		None of the below						√	
Class B Asbestos Removal		Asbestos Removal and Supervision					Asbestos Assessor		
USE OF PERSONAL PROTECTIVE EQUIPMENT									
Safety Boots/ Shoes	0	Dust Mask/ Respirator	0	Protective Eyewear	0	Ear plugs/Muffs	0	Hard Hat	0

Provide a brief description of the job requirements: