

Projects and Disaster Recovery Officer

At Council our position description reflects our core values which guide the work we do, ensuring a positive and productive environment while delivering high-quality services to our community. Each role is integral to upholding these values and contributing to the Council's mission and vision.

Position Title	<i>Projects and Disaster Recovery Officer</i>	Industrial Instrument	<i>Queensland Local Government Industry (Stream A) Award – State 2017</i>
Position Number	1206	Classification Level	4
Department	<i>Projects and Disaster Recovery Services</i>	Branch	<i>Projects</i>
Directorate	<i>Infrastructure Services</i>	Status	<i>Ongoing Full Time</i>
Reports To	<i>Manager Projects and Disaster Recovery</i>	Location	<i>Lannercost Street</i>
Document last reviewed	27 August 2026	Direct Reports	<i>Nil</i>
Aim of Position	The Projects and Disaster Recovery Officer reports to the Manager Projects and Disaster Recovery and supports the management, monitoring and reporting of infrastructure project delivery through the application of best practice project management principles. The role provides procurement and contract administration support for Council's Capital Works Program and other infrastructure commitments, including the preparation and administration of Request for Quotation (RFQ) documents, evaluation of quotations, raising purchase orders, notifying successful and unsuccessful respondents, and undertaking related contract management activities.		

Our Values

Our workforce is guided by the values below, which underpin our service delivery, workplace culture and community engagement:



Opportunity

Embracing change, growth, and new possibilities.



Respect

Our people - Our heritage - Our environment.



Strength

Together with integrity and purpose.



Accountability

Our actions – Our impact – Our commitment.

Key Responsibilities

The key duties and responsibilities of this position include (but are not limited to):

- Support the management, monitoring and reporting of infrastructure projects in accordance with best practice project management principles.
- Provide administrative, project and contract management support to the Manager Projects and Disaster Recovery to assist in the effective delivery, monitoring and reporting of Council's Capital Works Program, disaster recovery projects and other infrastructure commitments.
- Develop, issue and administer Request for Quotation (RFQ) documentation and assist with procurement activities in accordance with Council policies and procedures.
- Compile quotation evaluation spreadsheets and supporting documentation for assessment and approval processes.
- Raise and monitor purchase orders and maintain accurate project and financial records.
- Coordinate notifications to successful and unsuccessful quotation respondents.
- Provide contract administration support for Council's Capital Works Program and other infrastructure commitments, including maintaining project documentation and records.
- Provide administrative support requiring a high degree of judgement, initiative, confidentiality and sensitivity in the performance of duties.
- Utilise Council's computer systems and software applications proficiently, including identifying and resolving operational issues where appropriate.
- Assist in the development, implementation and continuous improvement of service delivery standards relevant to the position.
- Provide support and assistance to other staff, departments and business units as directed, within the employee's skills, knowledge and capabilities.
- Undertake training as required to provide effective support within Council's Local Disaster Coordination Centre.
- Participate in disaster management response and recovery activities during and following activation of Council's Local Disaster Management Group.
- Respond to customer enquiries within the standards outlined in Council's Customer Service Charter.
- Deliver professional and courteous customer service to internal and external stakeholders.
- Work in accordance with Council's customer service standards and contribute to continuous improvement initiatives within the team.
- Maintain effective working relationships with contractors, consultants, suppliers, funding bodies and internal stakeholders to support the successful delivery of projects and disaster recovery initiatives.
- Comply with all relevant legislation, Council policies, procedures and Workplace Health and Safety requirements.

Other responsibilities

In addition to their primary responsibilities and outcomes, all employees are expected to fulfill secondary responsibilities and accountabilities as needed. This may involve supporting colleagues within their functional area or assisting other business units of the Council, as directed, within their skills and capabilities.

These secondary responsibilities may arise at short notice due to unforeseen operational requirements. However, where planned support is needed, reasonable notice will be provided whenever possible.

Qualifications, Skills and Experience

Mandatory:

- Demonstrated experience in Civil Infrastructure projects and provision of direct support to engineering and project management staff;
- Demonstrated experience assisting with the delivery and administration of infrastructure and capital works projects;
- Demonstrated experience in preparing, maintaining and reporting on project documentation and records;
- Proven ability to liaise with internal and external stakeholders to exchange information and support project outcomes;
- Prior experience in dealing with external funding agencies is highly regarded;
- Demonstrated experience in procurement and contract administration processes, including quotation administration and contractor engagement;
- High level proficiency in the Microsoft Office suite, particularly Excel, Word and Outlook;
- Sound knowledge of project management principles, procurement practices, contract administration, policies and relevant legislation;
- Demonstrated ability to exercise initiative, judgement, confidentiality and attention to detail; and



- Well-developed organisational and time management skills with the ability to manage competing priorities and meet deadlines.

Desirable:

- Certificate IV in Project Management Practice (ability to attain or can demonstrate working towards completion) or equivalent experience;
- Experience in Local Government;
- Experience supporting disaster recovery projects and funding programs; and
- Experience using project management, procurement or financial management systems.

Workplace Health and Safety (WHS)

Responsible for working safely at all times to protect own WHS and that of any other person in the workplace. This will include:

- Strict adherence to Personal Protective Equipment (PPE) requirements as per the WHS Induction and/or Council requirements;
- Abiding by Council WHS Policies, Procedures and training at all times;
- Complying with instructions given for WHS;
- Reporting any personal injury, third party or vehicle incidents or damage to your Supervisor immediately;
- Never operating machinery, equipment or vehicles under the influence of alcohol and/or drugs;
- Not wilfully or recklessly interfering with or misusing anything provided for WHS;
- Not wilfully or recklessly placing at risk the WHS of himself/herself or others; and
- Reporting any WHS concerns and hazards to your direct Team Leader or Manager and/or the WHS Coordinator immediately.

Disaster Management

- Undertake training as required to provide a proficient and effective service in Council's Local Disaster Coordination Centre; and/or
- Be available to provide an important role in disaster management response and recovery during and following activation of Council's Local Disaster Management Group in times of natural disasters.

Customer Service

- Response times are to be within the response standards identified in the Customer Service Charter;
- Treat both internal and external customers with courtesy and respect;
- Work according to agreed customer service standards within Council; and
- Contribute towards setting customer service standards within your team.

Acceptance of Position Description

I hereby agree to abide by Council values, policies and the *Local Government Act 2009* and that this position description clearly outlines the overall responsibilities, physical requirements and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the position requirements represent the minimum requirements to perform the duties at the current level and may be updated as required to reflect business needs.

Employee Name		Signature		Date	
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