

Special Projects Coordinator

Classification:	Level 7
Agreement:	The Shire of Broome Inside Staff Enterprise Agreement
Department:	Community Engagement and Projects
Directorate:	Office of the CEO
Location:	Administration Office
Date reviewed:	July 2022
Approved by:	Chief Executive Officer

Commitment to the Shire

Our Vision for the Shire of Broome

A future, for everyone.

Our Aspirations

To achieve our vision, we have four supporting aspirations. Our aspirations align with our core pillars – people, place, prosperity and performance. These pillars are interrelated, and each must be satisfied to deliver excellent quality of life in Broome.

<i>People</i>	We will continue to enjoy Broome-time, our special way of life. It's laid-back but bursting with energy, inclusive, safe and healthy, for everyone.
<i>Place</i>	We will grow and develop responsibly, caring for our natural, cultural and built heritage, for everyone.
<i>Prosperity</i>	Together, we will build a strong, diversified and growing economy with work opportunities, for everyone.
<i>Performance</i>	We will deliver excellent governance, service and value, for everyone.

Our Values

We live by Broome's PEARLS. These are the values and behaviours that the Shire of Broome and the local community cares deeply about. We always strive to be:

<i>Proactive for Everyone</i>	Proactive, forward thinking, open-minded and innovative. for Everyone; inclusive and welcoming of all people.
<i>Accountable</i>	Accountable, transparent and ethical.
<i>Respectful</i>	Respectful of everyone and everything.
<i>Listening</i>	Listening to people's needs and ideas; community focused.
<i>Sustainable</i>	Sustainable, aiming to meet present needs without compromising the ability for future generations to meet their needs.

Position Purposes and Objectives

- Coordinate the development of feasibilities, business cases, concept development, investigation and planning for key projects within the Directorate.
- Apply for external grant funding for key capital projects.
- Coordinate the delivery of small capital projects.
- Undertake other project work as directed.

Position Key Responsibilities and Duties

Organisational

- Provide project management services to initiative, develop and implement identified projects for the Directorate.
- Consult with relevant staff and departments.
- Generally provide advice to Executive and staff on all matters dealing with areas of responsibility.
- Coordinate the delivery of specific infrastructure projects for the Directorate.
- Liaise with Assets Coordinator to ensure compliance with all Asset Management protocols.
- Coordinate the delivery of large capital projects as required.
- Undertake other tasks as directed from time to time within skill base and qualifications.

Project Management and Special Project Management Functions

- Coordinate concepts, business cases and feasibility studies for medium to large risk projects to facilitate delivery, including developing detailed project plans.
- Champion project design concepts throughout the Directorate.
- Establish and coordinate internal cross-directorate project teams.
- Develop high level project plans for cross-directorate projects.
- Monitor and report on progress of projects to Shire and external stakeholders as required.
- Develops medium to large risk contracts, including procurement planning, tender documentation and evaluation, contract formation and contract management plans in consultation and negotiation with stakeholders.
- Undertake community engagement for projects in accordance with the Shire's Community Engagement Framework.
- Administer all grant acquittals with funding bodies within required timeframes.

Human Resource Management

- Ensure skill sets of Shire/Contractor employees meet requirement for achieving safe work practices including risk analysis, compliance with safe work methodology statements and are documented.
- Ensure all supervisors and employees are consulted and safety matters are dealt with in a spirit of cooperation.
- Ensure that adequate safety planning and resources are allocated to all projects.
- Ensure that all project work is carried out in accordance with relevant Acts and Regulations.

- Ensure all contractors provide instruction, training and supervision for their staff to enable safe performance in carrying out their duties.

Customer Interface

- Liaise with relevant authority representatives and ensure compliance with all business, cultural, environmental and community requirements.
- Respond to enquiries or complaints from the public and internal requests for services.
- Work with other key organisations and project partners such as Kimberley Development Commission and LandCorp.

Organisational Responsibilities

Human Resource Management

- When required relieve positions within the department during periods of absences.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.
- Ensure Annual Performance Review is completed on time and within the bounds of the Shire Performance Review Policy.

Occupational Health & Safety

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current OSH Acts, regulations and code of practice
- Demonstrate safety leadership as a priority and seek guidance for all new or modified work practices
- Not willfully place at risk the health or safety of any person in the workplace
- Ensure safety is an agenda item at meetings
- Attendance at OSH Committee if requested.
- Complete safety observation's and ensure that any hazardous conditions, near misses and injuries are reported immediately and closed out in a timely manner
- Participate in incident investigations

Compliance

- Ensure compliance with relevant legislation, policies and procedures.
- Ensure all documentation is appropriately recorded and stored.
- Ensure compliance with software licence requirements.
- Ensure compliance with the *State Records Act 2000* by ensuring corporate documents are recorded in the Shire's Record Management System.
- Carry out duties in accordance with the Shire's Code of Conduct, relevant legislation, policies, procedures and guidelines.

Organisational:

- Contributes to the achievements of the Directorate generally.
- To undertake special projects within skill base and qualifications when required.

Organisational Relationship/Context

Reports to:	Manager Engagement and Projects
Internal Contacts:	Chief Executive Officer Executive Management Group Asset Coordinator Other staff as required
External Contacts:	Contractors Other Local Governments Government Agencies
Performance Review:	Probation period – first three months of employment Performance Appraisal conducted annually

Key Selection Criteria

Essential:

- Highly developed written and interpersonal communication skills.
- Advanced knowledge of project management process and demonstrated project management experience.
- Demonstrated experience in the development of, securing grant funding for capital projects.
- Demonstrated experience managing consultants and contractors to prepare feasibility studies, business cases and design documentation.
- Demonstrated experience in community and stakeholder engagement relating to projects.

Qualifications and/or Training

- Current unrestricted C class national driver's license.
- Relevant qualifications in project management or significant relevant experience, Commitment to ongoing personal and professional development training as required.

Desirable:

- Previous experience in a similar position in Local Government, Project Management Consultancy.