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Position Description

Coordinator Project Delivery

Position Details

**Position Title** Coordinator Project Delivery

**Classification** EMRC Remuneration Band – Level 9

**Position Number** A0005A

**Basis of Employment** Full Time

**Team Name** Projects – Project Delivery

Position Objectives

In overall terms the person in this role will manage major projects within their area of expertise. The will provide a professional advisory service to Clients internal and /or external to the EMRC. The position’s influence is important in the overall performance of the role.

* To assist with the management of the EMRCs project planning (short, medium and long term) and delivery at the Red Hill Waste Management Facility (RHWMF) and Hazelmere Resource Recovery Facility (HRRF);
* To deliver projects to time, budget and specification (quality);
* To provide the Manager – Project Delivery with reports, business plans, business cases and project updates, or as required by the Chief Project Officer (CPO);
* To provide technical engineering advice to support EMRC’s operations at the RHWMF and HRRF;
* To deliver projects safely and in compliance, at all times, with Work Health and Safety (WHS) legislation, the EMRCs safety polices and guidelines and to adequately document and record matters relating to safety; .

Organisational Values

The EMRC’s values describe what we believe in and how we will operate. All employees are expected to consistently demonstrate EMRC values and display the following behaviours:

**Excellence** Striving for excellence through the development of quality and continuous improvement.

**Recognition** Valuing employees in a supportive environment that focuses on their wellbeing.

**Innovation** Focus on innovative approaches in projects and service delivery.

**Responsiveness** Dynamic and flexible service delivery.

**Integrity** Accountability and consistency in all that we do.

Leaders ensure that the organisation’s values are created and sustained by establishing the Council’s strategic direction and providing an environment that encourages all employees to reach their potential in achieving the organisational outcomes.

Key Duties/Responsibilities

**Position Responsibilities – Project Delivery**

The following applies to the EMRCs Red Hill Waste Management Facility (RHWMF) and Hazelmere Resource Recovery Facility (HRRF):

* Prepare detailed designs (with regard to landfill cells) and develop detailed tender/contract documentation for the provision of EMRC projects;
* Procure and manage contractors and consultants, who provide construction services to the EMRC, in accordance with the EMRC’ procurement guidelines, at all times;
* Accountable for the performance of contractors and consultants appointed to undertake and/or delivery services for the Project Delivery Team;
* To develop projects in line with the EMRC’s Strategic Community Plan, Community Business Plan and Sustainability Review (as updated from time to time);
* Program and budget appropriately for current and future planned projects at RHWMF and HRRF;
* Prepare detailed technical and financial reports, including reports to EMRC Council as may be required;
* Oversee development activities so that EMRC facilities are available for waste management activities when required;
* Arrange for topographical (or similar) surveys and maintain databases which provide quantitative and qualitative information on the volume, nature and source of waste streams to assist in the development of future strategies and plans in conjunction with Operations (Chief Operating Officer);
* Develop programs to ensure the environmental impact of waste disposal is minimised with regard to domestic putrescible waste, commercial waste, construction and demolition waste, contaminated soils, greenwaste and household hazardous waste;
* Improve EMRC financial viability in the area of engineering/waste management services;
* Initiate and undertake research and development into waste management with a primary focus on waste collection, diversion, processing and disposal;
* Assist with the preparation of financial models of existing and new waste management programs;
* Work collaboratively with other EMRC Managers and Coordinators, in particular the Coordinator – Waste and Environmental Team to develop long term plans for project delivery;
* Attend meetings to facilitate the exchange of the latest technical and operational developments in waste management;
* Provide timely and professional analysis, advice, reports and/or responses to correspondence relating to project delivery issues ;
* Investigate, resolve and respond to public, resident, community group and other stakeholder queries in a timely and courteous manner.
* Liaise with and assist the Manager – Project Delivery to arrive at the most cost-effective outcomes with regard to construction planning and implementation.
* Ensure that progress of the project is monitored and updated on the project schedule, and that the status is reported on a regular basis to senior management. Ensure that action is taken to address deviations from the adopted project program.
* Carry out engineering investigations, including the preparation of plans, estimates, reports and recommendations.
* Assist with the monitoring and evaluation of contractor performance, and the review of key performance indicators for the project, where required.
* Assist with the environmental and planning approvals for the project from Council and relevant government authorities.
* Prepare internal reports, agenda reports for EMRC Committees, and other communications in a timely manner.
* Attend and contribute to regular site meetings, ensuring all meetings are minuted and undertake site inspections as necessary.
* Work with member Councils and EMRC Waste Services on general resource recovery projects.

Work Health and Safety (WHS) Responsibilities

As far as is reasonably practicable, make certain that:

* Systems and processes are in place which comply with all WHS statutory requirements.
* WHS and risk management systems are in place such that consultants, contractors and workers are able to identify and control workplace hazards;
* Effective communication and consultation processes are in place to inform workers (including contractors, consultants and volunteers) and relevant stakeholders about their duty of care, roles and responsibilities regarding health and safety at work and changes to processes, premises and plant equipment which may impact on safety and health;
* Recommendations to improve safety and health management are acted upon;
* Workplace inspection process is implemented and communicated;
* Participate in and lead any WHS training;
* Provision of reasonable time for WHS Representatives to complete their duties.

Organisational Responsibilities

* All documents are created, stored and maintained in accordance with the organisation’s electronic Document Management system requirements;
* Respond to organisational initiatives and assist in the development of the EMRC;
* Represent the EMRC in a responsible and professional manner at all times;
* Comply with the policies and procedures of the organisation at all times;
* Properly organise and manage working time to ensure efficient productivity;
* Perform other duties as directed that fall within the scope of the position or the incumbent’s knowledge and skills base.

Position Requirements

Competencies

* A sound knowledge of the issues relevant to the design and construction of infrastructure works with environmental sustainability objectives;
* Good knowledge of municipal and commercial waste management practices from collection through to disposal and processing.
* Well-developed project planning and project management skills, including experience with budgeting.
* Knowledge of financial modelling practices that can be applied to engineering programs including forecasting of project expenditure, budgeting techniques, and project cost control.
* Knowledge of, and experience with, contract administration.
* Well-developed written communication and interpersonal skills including an ability to communicate effectively with a diverse range of stakeholders.
* Well-developed written communication skills with the ability to produce timely and professional reports.
* Demonstrated ability to prioritise work load, work under pressure, and maintain a consistent level of professionalism.
* Proficiency in the use of MS Office applications including Word, Excel, Outlook, Project, project management and financial software;
* Self-motivated and results orientated with the ability to develop practical and innovative solutions and initiate actions.

Experience

* Demonstrated experience in project delivery of landfill and/or civil construction projects, including contract administration;
* Demonstrated experience with the supervision of project teams and experience working with external consultants.
* Experience with state government procurement processes (desirable).

Qualifications

* Tertiary qualification in Mechanical, Civil, Waste Management or Chemical Engineering or a related discipline.
* Eligibility for membership of the Institution of Engineers Australia.
* Current and valid WA “C” class driver’s licence (or equivalent).

Organisational Relationships

**Responsible to** A0090A – Manager Engineering

**Supervision of** Not Applicable

**Internal and External Liaison Internal** All EMRC Management and Employees

**External** Member Council employees

Members of the general public

Schools, educational institutions and research organisations

Environmental community, not for profit and industry groups

Relevant State and Federal Government departments and agencies

Professional associations and communities of practice

Suppliers, contractors and consultantsExtent of Authority

Extent of Authority

* This position works under the limited supervision of the Manager Engineering and has the authority to act within predetermined guidelines, EMRC Policy and as delegated.

Selection Criteria

**Essential**

* Tertiary qualifications in Civil, Environmental Engineering, Mechanical, Chemical or related discipline.
* Extensive knowledge and experience in the detailed planning, design and waste management activities including landfill, waste processing and treatment, waste minimisation and waste collection operation of earthworks, drainage works;
* Extensive knowledge and experience of tender processes and contract administration, management practices and standards particularly with regard to Local Government and the Local Government Act 1995, Western Australia;
* Extensive knowledge and experience with landfill management and landfill operations;
* Extensive knowledge and experience in the development, review and monitoring of financial modelling practices that can be applied to engineering and waste management programs.
* Good Knowledge of civil environmental engineering design, construction and operations;
* Demonstrated leadership skills;
* Good level analytical, evaluative and practical problem-solving skills.
* Well-developed interpersonal, negotiation and conflict resolution skills.
* Advanced use of MS Office applications including Word, Excel, Outlook, Project and other project management and financial software;
* Understanding of social and environmental concerns relating to waste management;
* Possession of a current and valid WA ‘C’ class driver’s licence (or equivalent).

**Desirable**

* Experience with state government procurement processes.
* Eligibility for membership of Engineers Australia.

Incumbent Undertaking

I acknowledge that I have read, understood, and accept the requirements of the role as described in this position description. I understand that this position description may be amended from time to time to reflect changes to the position.

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| Name of Employee |  |  |
| Signature of Employee |  |  |
| Date |  |  |

**Date Last Reviewed** June 2022

**Reviewed** Manager Human Resources

**Updated** Chief Projects Officer

**Approved** Manager Human Resources