

## Position Description

### Project Officer - Facility & Waste Assets

<b>Division</b>	Infrastructure & Assets
<b>Business Unit</b>	Facility & Waste Assets
<b>Location</b>	Council Administration Building, Yass
<b>Award Band</b>	Administrative/Technical/Trades Band 2/Level 1
<b>Position Number</b>	441003T
<b>Salary Grade</b>	Grade 10
<b>Remuneration</b>	Entry \$65,665.60 to Step 3 \$70,918.64 per annum plus 11.5% Superannuation
<b>Conditions</b>	Permanent full-time
<b>Date position description approved</b>	12 August 2020

### Council Overview

Yass Valley Council is a local government organisation employing over 150 staff and with an annual budget of \$30 million. Yass Valley Council (YVC) is managed by the Chief Executive Officer and three Directors. This management team ensures the continued delivery of excellent services and optimum infrastructure to residents and visitors. The three Directorates of YVC are Corporate and Community, Planning and Environment, and Infrastructure and Assets.

The Infrastructure & Assets Directorate comprises Waste Services, Roads Delivery, Facilities Maintenance, Workshop, Recreational Services, Water & Wastewater, Engineering Services, Facility & Waste Assets. The role of Project Officer Facility & Waste Assets is located within the Facility & Waste Assets team.

### Council Vision

“To build and maintain sustainable communities while retaining the region’s natural beauty”.

### Council Staff Values



## Primary Purpose of the Position

Provides assistance in the management of existing and new assets in the facilities and waste area. This role will assist in project and administrative based work.

## Key Accountabilities

Within the area of responsibility, this role is required to:

- Preparation of business documents including tenders, EOI's and obtaining quotes.
- Collate data for input into quality documents for determining business decisions.
- Maintain and update Council's electronic access system and key register.
- Undertake regular site and facility inspections to monitor contractor performance and to ensure service delivery standards are achieved.
- Engage and manage contractors on minor projects.

## Organisational Accountabilities

**Code of Conduct:** Comply with the minimum standards of conduct expected of employees as set out in Council's Code of Conduct.

**Customer Service:** Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.

**Equal Employment Opportunity:** Promote a workplace free from discrimination and harassment by treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.

**Policies and Procedures:** Comply with all Council's policies, procedures and guidelines.

**Workplace Health and Safety:** Take reasonable care for the health and safety of self and others. Comply with any reasonable instructions, policies and procedures given by Council.

## Key Challenges

- Working on long-term projects and associated plans including reporting on project targets and accomplishments.
- Working with a range of contractors in both facilities and waste areas.
- Investigate, report and implement recommendations as directed.

## Key Internal Relationships

Who	Why
Manager Facility & Waste Assets	Receive guidance and support, provide advice and exchange information

## Key External Relationships

Who	Why
Contractors	Consult with and advise on project scoping and planning

## Key Dimensions

### Decision making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the General Manager as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies and procedures. Decisions should also be consistent with the objectives of Council's strategies and plans.

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

### Reports to

Manager Facility & Waste Assets

## Essential Requirements

- Demonstrated ability in problem solving, systems analysis, negotiating and work planning skills.
- Ability to research and collate data for reporting purposes.
- Experience with Microsoft Office applications, particularly word documents and excel spreadsheets.
- A current class 'C' driver's licence.

## Approval History

Stage	Date	Comment	MagiQ Reference
Created	12 August 2020	New position	382617
Updated	June 2024	Award Salary Update 2024/25	

### Ownership and Approval

Responsibility	Role
Author	Manager Facility & Waste Assets
Approver	Director Infrastructure & Assets