



# Position Vacant – Project Coordinator

For full details and requirements of the role – Please refer to the Position Description

## BENEFITS AND CONDITIONS

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Employment will be in accordance with the Local Government Industry (Stream A) Award State – 2017 and Balonne Shire Council Certified Agreement

- Prior to appointment, the chosen applicant will need to successfully complete a Pre-Employment Medical Examination and a Criminal History check
- Salary cash component – Level 4 \$76,598 - per annum.
- Optional 19 day month.
- 5 weeks Annual Leave with 17.5% loading per annum
- 15 days Sick Leave per annum.
- Council offers employees the ability to salary sacrifice some expenses such as rent through a salary packaging arrangement
- Weekend and after hours work may be required at times
- Balonne Shire Council is an equal employment opportunity employer and offers a smoke free working environment
- Superannuation – Guarantee Levy (11.5%) applicable on commencement of employment. Contributions at the rate of 6% (employee) & 13.50% (employer) are compulsory after 12 months employment. Personal contributions are able to be salary sacrificed
- Any other terms and conditions may be negotiated with the successful applicant

## HOW TO APPLY

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All applications must include:

- A completed Application for Employment Form
- Cover letter
- Resume
- Responses to the selection criteria – found under Position Requirements in the Position Description

Applications may be submitted via email, hand delivered or post as follows:

Email: [recruitment@balonne.qld.gov.au](mailto:recruitment@balonne.qld.gov.au)

Hand delivered: 118 Victoria Street, St George QLD

Post: PO Box 201, St George QLD 4487

**Please quote Council reference – 24-25-024**

For further enquiries regarding this vacancy and associated selection process, please contact Ms Sharyn Arnold on 07 4620 8874.

*Note: All information submitted by an applicant for this role is subject to the Right to Information Act 2009. As a result, information submitted by all applicants may be released under the Act if requested.*

**APPLICATIONS CLOSE – 5pm, Wednesday 1<sup>st</sup> January 2025**

Graeme Kanofski  
**CHIEF EXECUTIVE OFFICER**

# Position Description – Project Coordinator



POSITION DETAILS			
DEPARTMENT:	Infrastructure Services		
POSITION:	Project Coordinator		
REPORTS TO:	Manager Assets and Projects		
DIRECT REPORTS:	Nil		
PRINCIPAL LOCATION:	193-199 Grey Street, St George		
EMPLOYMENT BASIS:	Permanent, Full Time		
POSITION PURPOSE:	The <b>Project Coordinator</b> is responsible for the identification of projects, development and scoping, facilitating and delivering of capital and operational programs, and administration of tenders and contracts		
POSITION REQUIREMENTS (section criteria)			
TYPE	ESSENTIAL		DESIRABLE
QUALIFICATIONS	1. Diploma in Project Management 2. Current C Class open driver's licence		1. Degree in Project Management or related field 2. Professional Certificate Asset Management
SKILLS	3. Understanding and implementation of contract management and infrastructure administration 4. Infrastructure budgeting and procurement 5. Ability to prepare documentation relating to the development of a project scope, scheduling of works and budget control 6. Resource planning and control 7. Experience with the Microsoft suit of software		
EXPERIENCE	8. Knowledge and experience in project development & delivery 9. Knowledge and experience in project management including scoping, planning, budgeting and schedules 10. Knowledge and experience with Contractor management 11. Budgeting and procurement knowledge and/or experience. 12. Experience in engaging with and managing stakeholders including staff, contractors and community members.		3. Relevant infrastructure project experience within a local government environment 4. Experience with the Microsoft Project software 5. Experience working in local government 6. Ability to produce professional standard documents within set timeframes.
IMMUNISATION REQUIREMENTS			
The ticked boxes indicate the immunisations required for this role in accordance with the <b>BAL-1044 Immunisation Procedure</b> .			
<input type="checkbox"/> Influenza	<input type="checkbox"/> Hepatitis A	<input type="checkbox"/> Varicella (chickenpox)	<input type="checkbox"/> Pertussis (whooping cough)
<input type="checkbox"/> Tetanus	<input type="checkbox"/> Hepatitis B	<input type="checkbox"/> MMR	<input type="checkbox"/> Rabies

# Position Description – Project Coordinator

<input type="checkbox"/> Q Fever	<input type="checkbox"/> Other:
<b>POSITION KPI's</b>	
Key performance indicators for the position are developed in consultation with the employee as part of their annual performance appraisal.	
<b>AUTHORITY/DELEGATION</b>	
Works independently, as well as in a team, within general guidelines and objectives provided by the Manager Assets and Projects. This position has delegated purchasing authority in accordance with <b>Council's Delegation Register</b> .	
<b>RESPONSIBILITIES</b>	
<b>INHERENT RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>To work in a competent, professional, and ethical manner at all times, respecting clients and fellow workers.</li> <li>Work in a safe manner at all times and report any workplace risks.</li> <li>To comply with all Council policies, practices and procedures and fulfill Council reporting functions as required.</li> <li>Communicate all health and safety matters to supervisors where applicable.</li> <li>To be punctual and reliable</li> <li>To report problems or difficulties encountered</li> <li>Contribute to the Council with suggestions for improvement</li> <li>Monitor personal qualifications and licences to ensure currency</li> <li>All council employees are bound by the <i>Local Government Act 2009</i> to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Code of Conduct and relevant policies, procedures and protocols as may be applicable.</li> <li>Communicate reliably and regularly, especially when working alone.</li> <li>Be environmentally responsible by minimising wastage without compromising safety or effectiveness</li> </ul>	
<b>KEY RESPONSIBILITIES</b>	
<p>The key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities include but are not limited to:</p> <p><b>Specialist</b></p> <ul style="list-style-type: none"> <li>Manage the development, coordination, and reporting of Infrastructure Capital Works program, meeting the agreed and/or predetermined performance targets of time, cost, quality and scope and in line with corporate standards and expectations.</li> <li>Provide quality, engaged leadership on all aspects in the development &amp; delivery of timely, efficient &amp; cost-effective projects that contribute towards the Balonne Shire Council's Corporate Plan, Asset Management Plans, Community Plan, etc.</li> <li>Participate in the development, implementation and review of long-term Community asset management planning &amp; strategies, performance and value creating frameworks to build communities, trust, value and success for Balonne.</li> <li>Provide project lifecycle reporting and control.</li> <li>Providing efficient and effective planning, design and construction input of projects, administer tenders and contracts including document preparation, acceptance processes, supplier management and manage onsite delivery of works ensuring compliance to all relevant WH&amp;S, Building, Planning &amp; Environmental legislation requirements;</li> <li>Assist with development of asset management plans, including noting the relevant service level standard based on the type of asset and develop an operating budget.</li> <li>Coordinate the creation of Infrastructure Services annual budget to Council.</li> <li>Develop and maintain a database by extracting information from Council's finance system (currently Synergy) recording as completed work and liaising with the Finance Department regarding completed costs.</li> <li>Provide Infrastructure budgeting and procurement (Vendor Panel RFQ's, Balonne Shire Council preferred supplier queries and training) support and control.</li> <li>Undertake Council reporting for projects and Infrastructure Services as directed.</li> </ul>	

## Position Description – Project Coordinator

- Perform other duties within your capabilities as directed.

### MANAGEMENT SYSTEMS RESPONSIBILITIES

#### Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities, for example:
  - changing workforce capabilities through multiskilling, succession planning, knowledge management
  - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live by Council's values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self
- Willingness to actively participate in all training provided
- Willingness to occasionally camp out in other towns as work dictates

#### Work Health & Safety (WHS) and Risk Management

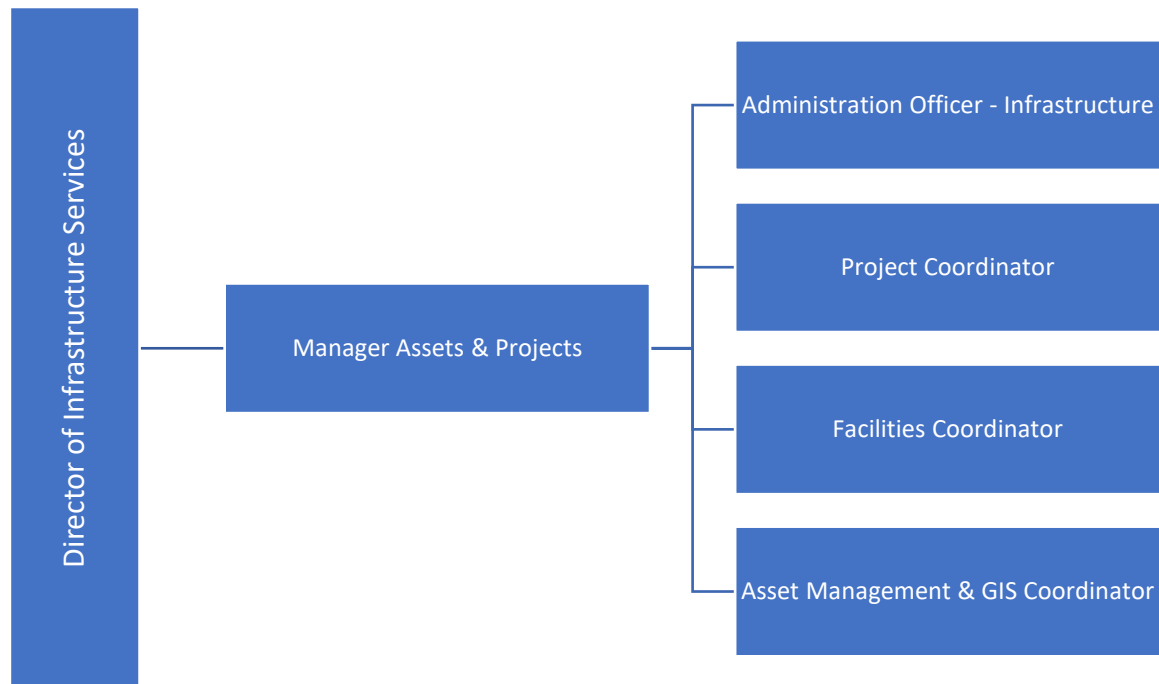
- Be responsible and accountable for adhering to the WHS Obligation & Responsibility Statements applicable to the position. A copy of the current Obligations and Responsibility Statement will be provided as part of induction. All safety documentation is available in Council's safety management system
- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
- Undertake a vaccination risk assessment and ensure required vaccinations are completed
- Ensure compliance with COVID Safe Plans as applicable
- Maintain knowledge of safe work procedures in relations to maintenance and construction work
- Report all matters beyond your authority promptly
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

### ADMINISTRATION RESPONSIBILITIES

- Assist with the continuing development of a cultural change and continuous improvement within the workforce to ensure departmental services are provided in a competitive, cost effective manner
- Provide appropriate information as requested to assist with the preparation of annual estimates of expenditure in the section, and to report to the Manager Assets and Projects circumstances which may cause significant variances in actual expenditure from approved estimates as soon as identified
- Ensure that requests are investigated, acted on and reported upon in accordance with Council Policy
- Ensure that Council Policies and manuals are fully understood and adhered to
- Ensure that approved purchasing procedures are adhered to
- Keep the Manager Assets & Projects appropriately and adequately informed on the current state of activities in the section and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met, and ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced
- Recording and management of asset data in accordance with documented processes
- Assisting with infrastructure grant applications, reporting and acquittals as required
- Completion of digital time sheets on a daily basis

# Position Description – Project Coordinator

## ORGANISATIONAL STRUCTURE



# Application for Employment

Please complete this form for **each** position being applied for. You **must** attach a resume and cover letter to your application. You may also wish to attach additional supporting documentation.

Position: Project Coordinator		Reference Number:24-25-024	
<b>Applicant Details</b>			
Surname:		First name:	
Postal Address:			
Contact Number:		Alternate Number:	
Email Address:			
<b>Summary of Work History</b>			
<b>Current Employer:</b>		Commenced:     /     /	
Location:			
Main Duties:			
<b>Previous Employer:</b>		Commenced:     /     /	
Location:		Concluded:     /     /	
Main Duties:			
<b>Previous Employer:</b>		Commenced:     /     /	
Location:		Concluded:     /     /	
Main Duties:			

# Application for Employment

## Licences, Certificates and Qualifications

☐ C – Car      ☐ Other:

## Experience

Have you ever performed in a supervisory role?   ☐ Yes   ☐ No

*Estimated total length of experience:*

- ☐ Less than 2 years
- ☐ Between 2 years and 5 years
- ☐ Between 5 years and 10 years
- ☐ More than 10 years

*In which industry did you gain the majority of this experience?*

- ☐ Rural Industry
- ☐ Mining Industry
- ☐ Road Construction / Maintenance
- ☐ Other Construction / Maintenance
- ☐ Combination of most of the above
- ☐ Other:

## Application Questions

Do you require any special arrangements at an interview?   ☐ Yes      ☐ No

If yes, please provide details below: \_\_\_\_\_

Do you hold a current Queensland Driver's Licence?   ☐ Yes, number: \_\_\_\_\_   ☐ No

What is your current residency status?

- ☐ Australian Citizen
- ☐ New Zealand Citizen
- ☐ Resident of Australia
- ☐ Other:

Do you have proof of Right to Work in Australia in accordance with the Department of Immigration and Citizenship guidelines?   ☐ Yes      ☐ No      ☐ Non-citizen with a valid visa that provides work rights

Where did you find this advertisement?

- ☐ Seek
- ☐ Facebook
- ☐ Other social media
- ☐ Other:
- ☐ Employee referral
- ☐ Newspaper
- ☐ Council website

## Referees

Please list the names of two (2) professional referees who are in a position to provide a reference about your work performance:

### Reference No. 1

Name:		Contact Number:
Organisation:		Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No

### Reference No. 2

Name:		Contact Number:
Organisation:		Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No

## Declaration

I declare that, to the best of my knowledge, the answers to the questions in this application are correct, and I understand that, if any false or deliberately misleading information is given or any material fact suppressed, I will not be accepted for employment by Council. If such information or fact is discovered after I have been employed by Council, my employment may be terminated. I understand that I may be required to undergo a pre-employment functional assessment, criminal history check, drug and alcohol test prior to commencement of employment.

Have you attached a copy of your **resume** and **cover letter**? ☐ Yes ☐ No

Applicant's Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Thank you for your interest and for considering us as a potential employer. Balonne Shire Council is an Equal Employment Opportunity Employer.*