POSITION DESCRIPTION

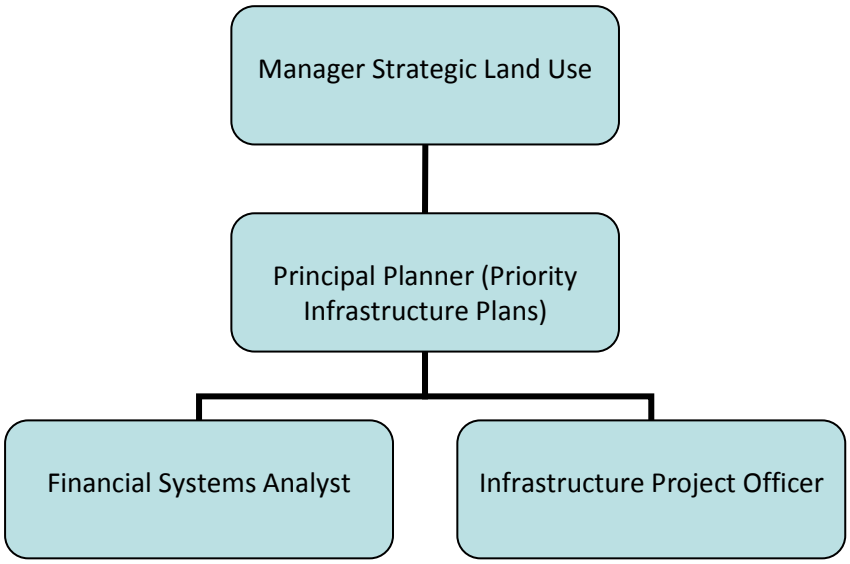
POSITION TITLE:	Infrastructure Project Officer
DATE:	February 2011
DEPARTMENT:	Planning and Development Services
BRANCH:	Land Use Planning
SECTION:	Priority Infrastructure Plan
CLASSIFICATION:	Level 7
AWARD:	Queensland Local Government Officers' Award, 1998
STREAM:	Community and Environmental Services

OBJECTIVE OF THE POSITION – *WHAT YOU WILL DO*

The Priority Infrastructure Plan (PIP) Senior Project Officer works under limited direction and is responsible for assisting the Principal Infrastructure Planner in the provision of planning and charging for the provision of infrastructure in the region.

This role includes the achievement of Council's planning and sub divisional objectives, meet stakeholder needs and supports the aims of relevant legislation, planning instruments, standards and codes in the interest of the community.

ORGANISATIONAL CHART AND DELEGATIONS – *WHO YOU WILL WORK WITH*



The Financial Delegation of this position is as per the Delegations Register.

KEY ACCOUNTABILITIES – *THE WORK YOU WILL DO*

1. Planning for the provision of infrastructure for the region and develop and implement a system of charging for infrastructure in accordance with relevant legislation, planning instruments, standards and codes and to interpret such documents.
2. Preparing reports and providing advice to stakeholders on infrastructure planning and charging matters.
3. Maintaining and adhering to performance measures and indicators for the team, report on performance and implement continuous improvement initiatives.
4. Assisting with establishing and reviewing of systems, policies and processes relating to the provision of engineering infrastructure whilst ensuring that the relevant legislative requirements, planning instruments, standards and codes are met.
5. Ensuring that effective working relationships are developed and maintained within the Department of Planning and Development Services and with other relevant Council branches. Develop effective working relationships with and implement agreed customer service standards for external stakeholder groups.
6. Supporting and enabling staff productivity by solving problems, removing obstacles and fostering teamwork and cooperative processes. Build team capacity for integration, cooperation, conflict resolution and problem solving.
7. Assisting with human resources activities, including recruitment and selection, training and development activities and adhering to workplace health and safety responsibilities.

ABILITIES, SKILLS AND KNOWLEDGE – *WHAT YOU ARE REQUIRED TO HAVE*

1. Demonstrated ability to prepare infrastructure contributions/charges plans in accordance with relevant legislation, planning instruments, standards and codes and to interpret such documents.
2. Demonstrated ability in assisting with the assessment of infrastructure charges in conjunction with development applications including tracking, monitoring, measuring and reporting on performance and implementing improvements.
3. Demonstrated ability to provide high level infrastructure contributions/charges advice in relation to departmental functions.
4. Highly developed organisational and time management skills, advanced levels of oral and written communications skills and demonstrated ability to identify and solve problems.
5. Extensive knowledge of the infrastructure networks relating to Infrastructure Planning: sewerage, storm water, parks, water supply and transport.
6. Ability to work cooperatively, safely and ethically in a multi-disciplinary team environment and to build effective working relationships.
7. Excellent customer service skills with the ability to provide accurate timely advice in a helpful and supportive manner.
8. The ability to ensure all work is performed to meet safety legislative requirements and responsibilities of Council. This includes complying with all workplace instructions and procedures, using protective equipment provided and not placing any peoples' safety at risk by your actions.

QUALIFICATIONS, EDUCATION AND LICENCES – *WHAT YOU ARE REQUIRED TO HOLD*

1. Tertiary qualifications in Engineering (Civil) or Finance and Urban Planning with extensive relevant experience or a combination of extensive experience, expertise and competence, sufficient to perform all the duties of the position at this level.
2. Possession of a current "C" Class Driver's licence.

ADDITIONAL POSITION REQUIREMENTS – *WHAT YOU MUST AGREE TO*

Employees must:

1. Be willing to work flexible hours to meet the requirements of the position.
2. Participate in Council's training and development programs.
3. Participate in the Annual Performance Planning and Review process.
4. Agree to act within the requirements of Council's policies.
5. Act in accordance with the *Local Government Act 2009* and the provisions of Council's Code of Conduct.
6. Abide by Council's values for serving the community i.e.: responsive customer service; integrity and impartiality; openness and accountability; and equity.
7. Abide by council's OH&S policies, procedures and safety instructions; wear the protective clothing and equipment when provided; and maintain all necessary licenses/professional/trade memberships associated with the work you will be carrying out to ensure your own health and safety and that of others within the workplace
8. Be mindful and report all instances of environmental harm, which may be caused or discovered in carrying out their duties. Employees working on an Environmentally Relevant Activity Site are bound by the provisions of the Environmental Management System.
9. Be willing to obtain a 'Suitability Card' to enable staff to work with people under eighteen (18) years of age if required.
10. Agree to undertake a medical assessment by Council's medical practitioner if required and to be medically fit and physically capable of meeting the requirements of the position.
11. Agree to Council conducting a Criminal History Check.

APPROVAL

SIGNATURE OF MANAGER _____ DATE _____

SIGNATURE OF EMPLOYEE _____ DATE _____

TOOWOOMBA REGIONAL COUNCIL