

# POSITION DESCRIPTION

## Project Manager - Storm Recovery Officer

Position number	1048	
Directorate	Community Assets & Infrastructure	
Service unit	Operations	
Classification	Band 6 (Moorabool Shire Council Enterprise Agreement No 10, 2023)	
Organisational relationships	Reports to	Manager Operations
	Directly supervises	Nil
	Internal relationships	All service units across Council
	External relationships	Ratepayers, community members, community groups/organisations, other Councils, contractors, consultants, developers, suppliers,
Probation period	6 months (applies to all new employees)	
Approved by (position title)	General Manager Community Assets & Infrastructure	
Date	08/07/2025	
Position purpose	The Project Manager – Storm Recovery will be instrumental in providing support to the Operations Service Unit in response to the ongoing infrastructure recovery from the February 2024 storms. This role is responsible for the coordination of recovery activities, liaising with contractors, consultants and suppliers to efficiently achieve recovery outcomes.	

## Key responsibilities and duties

### General

- Lead the ongoing recovery needs from the weather event experienced in February 2024 in collaboration with the Operations Service Unit.
- Assist in the preparation and execution of contract documentation.
- Manage contractors and associated activities to support the clean-up activities
- Manage appropriate record keeping and associated documentation including ensuring databases are up to date and comply with operational plan requirements.

- Manage the grant acquittal process for the AGRN1108 Weather Event
- Undertake other activities as required to achieve the objectives of this position that the incumbent has the skill, knowledge and physical capability to complete as directed by the Manager Operations.

## Child Safe Standards

Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued, and encouraged to reach their full potential.

Moorabool Shire Council's policies and procedures support the requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs, and the safety of children is promoted, and allegations of child abuse are properly and promptly responded to.

## Disability Access and Inclusion

Council is committed to its Disability Access and Inclusion Plan. We will demonstrate leadership to the local community as we support local employment opportunities for people with a disability and will provide reasonable adjustments within the workplace to support new and existing staff.

## General and Organisational responsibilities

- Comply with Council policies and procedures.
- Promote excellence in customer service and in conjunction with your Manager or people leader, identify, review, and implement strategies to improve service quality and efficiency.
- Participate as directed in training and education to maintain compliance and an up to date knowledge.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During an emergency an employee may be required to complete alternative work.
- Work in ways that promote the health and safety of all employees.
- Immediately report all incidents and/or near misses through Councils Incident Management System (CAMMS).
- Contribute to an organisation that is free of Sexual Harassment.
- Role model a work environment free of discrimination, harassment, bullying, victimisation, or vilification.
- Work in ways that support taking positive action towards achieving gender equality in the workplace and working towards delivering agreed commitments under our Gender Equality Action Plan.
- Contribute to prevention of fraud and corruption by being fair and accountable through enhanced transparency by disclosure of gifts; declaring conflicts of interests; prevention of unauthorised access and disclosure of information and appropriate pre-employment checks of staff.
- Staff who fail to disclose any pre-existing injuries, illnesses or diseases or the making of a false or misleading disclosure, will disentitle compensation under the Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC) for the staff member and their dependents should they suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with Moorabool Shire Council.
- Understand and apply organisational risk management principles to your daily work.
- Other tasks and duties the employee has the skill, knowledge, and physical capability to complete as requested by the supervisor.

**This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.**

## Moorabool capabilities

The Moorabool Capabilities define the core skills and abilities required of all positions at Moorabool to achieve our Council vision and objectives, develop a competent and high performing workforce, and deliver excellent outcomes for our community.

The Moorabool Capabilities are applicable to each employee and their role, recognising that how frequently each capability is used may vary from position to position.

<b>Always</b>	Rely on this capability for effective delivery of position duties and objectives	60% of the time or more
<b>Often</b>	Used often but not as consistently to achieve position duties	30% - 60% of time
<b>Occasionally</b>	Occasional use only, not as regularly for the achievement of position duties	30% or less of the time

<b>Self-Management</b>	Demonstrates personal growth and resilience, supporting a positive emotional climate	<ul style="list-style-type: none"> <li>•Personal impact</li> <li>•Emotional intelligence</li> <li>•Growth &amp; Resilience</li> <li>•Integrity</li> </ul>	<b>Always</b> (all roles)
<b>Communication</b>	Engages others, forming strong relationships, communicating with clarity, vision, purpose and impact	<ul style="list-style-type: none"> <li>•Effective &amp; Audience Specific</li> <li>•Relationship Management</li> <li>•Negotiation</li> <li>•Influence</li> </ul>	<b>Always</b>
<b>Action &amp; Achievement</b>	Drives outcomes with purpose, ambition, accountability, and action	<ul style="list-style-type: none"> <li>•Accountability</li> <li>•Decision making</li> <li>•Planning &amp; Prioritisation</li> <li>•Time Management</li> </ul>	<b>Always</b>
<b>Community &amp; Inclusion</b>	Collaborates across Council, open and accepting of differences, creating community value	<ul style="list-style-type: none"> <li>•Collaboration</li> <li>•Diversity &amp; Inclusion</li> <li>•Customers &amp; Community Engagement</li> </ul>	<b>Always</b>
<b>Innovation &amp; Change</b>	Engaged and supportive of change, with the courage to persevere through uncertainty	<ul style="list-style-type: none"> <li>•Continuous Improvement</li> <li>•Manage ambiguity</li> <li>•Change Management</li> </ul>	<b>Always</b>
<b>Business Performance</b>	Delivers outcomes with commercial and organisational nous	<ul style="list-style-type: none"> <li>•Financial Management</li> <li>•Risk Management</li> <li>•Data &amp; Analytical Literacy</li> <li>•Technology</li> </ul>	<b>Always</b>
<b>Strategic Mindset</b>	Sees ahead to future possibilities and thinks through challenges and obstacles to achieve outcomes	<ul style="list-style-type: none"> <li>•Political Nous</li> <li>•Critical Thinking</li> <li>•Problem Solving</li> <li>•Direction &amp; Purpose</li> </ul>	<b>Always</b>
<b>Leadership</b>	People orientated, embracing individual motivations and talents, developing team outcomes	<ul style="list-style-type: none"> <li>•Humanistic</li> <li>•Future focused</li> <li>•Coaching &amp; Development</li> </ul>	<b>Always</b>

## Classification definitions

<p><b>Accountability and extent of authority</b></p>	<ul style="list-style-type: none"> <li>• Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.</li> <li>• Accountable for coordinating resources in the completion of recovery activities where the freedom to act is governed by clear objectives and/or budgets reporting regularly to the Manager Operations to ensure adherence to goals and objectives.</li> <li>• Accountable for site safety, ensuring that crew members and the public are, as far as is practicable, not exposed to any risk that the crew can control.</li> <li>• Ensuring that the standard of work performed meets the requirements of the organisation and service unit standards and the responsibilities of the position.</li> <li>• Provide Input into the development and implementation of policy within area of expertise and with guidance from the Manager Operations.</li> </ul>
<p><b>Judgement and decision making</b></p>	<ul style="list-style-type: none"> <li>• Ability to make decisions based on theory or precedent in the application of appropriate procedures to tasks undertaken and determine the level of assistance or guidance that may be required in unusual or emergency situations.</li> <li>• The work may involve solving problems, using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience.</li> <li>• Alert the Manager Operations to any organisational issues that may impact on the Service unit or Council.</li> <li>• Respond to all requests for service and carry out duties according to policy, procedure and standards established within the section, requiring some personal judgement with guidance and advice usually available from the Manager Operations.</li> </ul>
<p><b>Specialist skills and knowledge</b></p>	<ul style="list-style-type: none"> <li>• Technical understanding of the operation and maintenance of a range of arboriculture and horticultural systems and equipment.</li> <li>• Demonstrated knowledge of OH&amp;S in relation to daily duties and works operations</li> <li>• Knowledge and understanding of basic arboriculture and undertaking non-technical assessments.</li> <li>• Understanding of the long term goals of the Operations Unit and of the relevant policies of the unit and wider organisation.</li> </ul>

<b>Management skills</b>	<ul style="list-style-type: none"> <li>• Ability to manage time, set priorities and plan and organise one's own work and that of other employees to achieve specific and set objectives in the most efficient way possible and with the resources available and within a set timetable.</li> <li>• Understanding of and ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees development.</li> <li>• Ability to implement continuous improvement through documenting processes and procedures relevant to this position.</li> </ul>
<b>Interpersonal skills</b>	<ul style="list-style-type: none"> <li>• Ability to liaise with and gain the cooperation of customers, members of the public, employees, industry professionals and contractors to ensure the smooth and timely achievement of the unit's key responsibilities and duties.</li> <li>• Excellent communication skills, (oral and written) and ability to prepare routine correspondence and reports.</li> <li>• Possess a high degree of diplomacy and sensitivity in handling of issues and requests whilst maintaining confidentiality.</li> <li>• Demonstrated capacity to adapt to changing circumstances and flexibility in the approach to meet challenges.</li> </ul>

## Qualifications, skills and experience

### Qualifications

- TAFE Certificate in arboriculture and/or horticulture with some relevant experience or lesser formal qualifications and substantial relevant experience.

### Skills and experience

- Demonstrated arboriculture and/or horticultural management skills and experience, including maintenance and development of arboriculture and horticultural assets, and knowledge of best practice principles.
- Project management skills with the ability to coordinate, plan, estimate, and implement outcomes within budget, time, quality and environmental constraints.
- Demonstrated ability to efficiently and accurately record maintenance works undertaken, timesheets and plant sheets
- Computer literacy that will allow the incumbent to undertake the use of the following software programs: e-mail, excel spread sheets, screen based financial enquiries, Microsoft word and Maintenance Management databases.
- High level experience with customer services focus with excellent communication skills (oral and written) and an ability to work at the team member level.
- Previous experience in Local Government will be highly regarded.

## Licences and registrations

- A current Victorian Driver's Licence.
- Construction Induction (White card)

## Physical and psychological requirements

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights - above 10 kg			✓	
Manual handling – above 5 kg below 10 kg			✓	
Working with arms above head			✓	
Manual handling – lifting above shoulder			✓	
Repetitive bending/twisting			✓	
Using vibrating / powered hand tools			✓	
Close inspection work			✓	
Working in dusty / slippery / wet conditions			✓	
Wearing safety shoes/boots (steel cap)		✓		
Wearing hearing / eye protection			✓	
Using chemicals			✓	
Repetitive hand washing / cleaning			✓	
Working at heights			✓	
Working in confined spaces				☒
Working in heat (over 35 C)			✓	
Working in cold (under 5 C)			✓	
Driving vehicles		✓		
Operating plant			✓	
Using a keyboard		✓		
Writing by hand		✓		
Transcribing from hard copy				✓
Audio transcription				✓
Handling difficult customers onsite			✓	
Handling difficult customers offsite			✓	
Making decisions that impact on other employees (disciplinary / restructure / investigation)			✓	
Other _____				✓

## Employee acceptance

I understand and accept the contents of this position description and acknowledge that I will act in the best interest of Council in carrying out my role and I will comply with the staff code of conduct at all times.

<b>Employee Acceptance:</b> <i>(name and signature)</i>	
<b>Date:</b>	

**PLEASE NOTE:**

*Personal, Health and gender Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.*