Position description

Position title:	Flood Mitigation Project Officer
Group:	Operations
Reports to:	Flood Mitigation Manager
Reports:	Direct: 0 Indirect: 0
Status:	Term Contract (2 years)
On call roster	No
Salary grade:	14
Position code:	FMPO
Position Of Trust	Yes

Council overview

Rous County Council has three core functions; bulk water supply, weed biosecurity and flood mitigation. Council delivers these functions to the constituent councils of Ballina, Byron, Lismore and Richmond Valley and provides additional weed biosecurity services under a Service Level Agreement with Tweed and Kyogle Councils.



Primary purpose of the position

To assist the Flood Mitigation Manager in the delivery of flood mitigation infrastructure projects and programs, particularly externally funded Disaster Recovery Funding Arrangements (DRFA) repairs, in accordance with Council's Operational Plan and relevant funding body requirements.

Key accountabilities

Key accountabilities of this position include, but are not limited to, the following:

- Assist with planning, coordination and delivery of flood mitigation externally funded disaster repair projects and capital works.
- Support administration and delivery of DRFA-funded projects, including claim preparation, documentation, reporting and funding compliance requirements.
- Assist with procurement activities including preparation of specifications, requests for quotation, tender documentation and contract administration.
- Coordinate and monitor consultant and contractor performance on assigned projects.
- Prepare project budgets, cost estimates, schedules and progress reports.
- Undertake site inspections and assist with construction surveillance and quality assurance activities.

- Liaise with landowners, contractors, consultants, government agencies and other project stakeholders.
- Collect, analyse and maintain project information, records and asset data.
- Assist in the preparation of engineering designs, scopes of work, technical specifications and project documentation.
- Prepare correspondence, briefing notes, reports, funding submissions and presentations as required.
- Support development and implementation of flood mitigation asset renewal and restoration programs.
- Identify project risks and implement appropriate mitigation strategies.
- Ensure project activities comply with relevant legislation, funding requirements, Council's policies and adopted procedures.
- Promote safe systems of work and contribute to a positive safety culture.
- Provide support across the broader Flood Mitigation team as required.

Key challenges

- Maintaining compliance with the reporting and acquittal requirements of externally funded programs, such as the DRFA program.
- Supporting the Flood Mitigation Manager to coordinate contractors and consultants and achieve project outcomes, often in flood-affected or weather-constrained environments.

Work Health and Safety responsibilities

- Promote a health and safety culture in the organisation, and take all reasonably practicable actions to ensure the health and safety of workers.
- Ensure you are able to competently and safely perform any work you undertake.
- Ensure compliance with the WHS policy, WHS management systems and all Council safe work practices and procedures.
- Take reasonable care for the health and safety of yourself and others who are at the place of work.
- Cooperate with Council or others so far as necessary to enable compliance with any requirements under WHS legislation.
- Report to your Coordinator unsafe conditions, dangerous occurrences or injuries.
- Communicate and/or consult with other employees, supervisors, managers and the HS Committee.

Key relationships

	Who	Why
Internal	Manager/ Co-ordinator	• Receive guidance and provide regular updates and reports on assigned projects, and provide advice on escalating issues. • Identify, discuss and plan for emerging issues and negotiate outcomes. • Monitor and report on the progress and performance of flood mitigation projects. • Assist the Flood Mitigation Manager to ensure strategic and operational objectives are met.
Internal	Leadership team and key staff	• Provide input to support the achievement of Council's flood mitigation objectives.
Internal	Team members	• Contribute positively and work effectively as part of the Flood Mitigation team. • Provide support and direction to Flood Mitigation Operators and other team members as required to achieve project outcomes.
Internal	Internal stakeholders	• Develop and maintain effective working relationships with other Council staff to help achieve Council's operational objectives. • Contribute to the development of Council's operational plans for flood mitigation, ensuring they reflect Council's priorities and commitments.

	Who	Why
External	Contractors and consultants	• Coordinate and oversee the performance of contractors and consultants engaged in the delivery of flood mitigation infrastructure projects.
External	External funding and government agencies	• Negotiate and report on project delivery in accordance with funding agreements, ensuring compliance with reporting and acquittal requirements (e.g. DRFA funding).
External	Other councils	• Maintain effective working relationships with employees of other councils to share information and align approaches to flood mitigation.
External	Members of the public and landholders	• Provide and obtain information relating to flood mitigation works, and manage enquiries arising from project delivery.

Acceptance of the position

I agree to the requirements of the above Position description as at:

(Employee name) *(Signature)* *(Date)*

Selection criteria

Essential

- Degree in Civil Engineering, Environmental Engineering, Construction Management, Project Management or a related discipline or equivalent relevant experience.
- Demonstrated experience supporting delivery of civil infrastructure, construction, flood mitigation, environmental or asset management projects.

- Sound project coordination and organisational skills with the ability to manage competing priorities.
- Demonstrated ability to prepare technical reports, correspondence and project documentation.
- Well-developed communication and stakeholder engagement skills.
- Demonstrated ability to work both independently and collaboratively within a team environment.
- Competence in Microsoft Office applications, including Word, Excel and Outlook.
- Knowledge and understanding of workplace health and safety obligations.
- Current Class C Driver Licence.
- Construction Induction White Card.

Desirable

- Experience administering DRFA, grant-funded or government-funded infrastructure projects.
- Experience in contract administration and procurement processes.
- Knowledge of flood mitigation infrastructure and floodplain management.

Other requirements are found within the essential credentials below.

Essential credentials

Qualifications		Skill Step required
	Tertiary qualification in engineering, project management, natural resource management or a related discipline, or equivalent industry experience.	Entry
Licences / tickets		
1292	Driver Licence – Class C.	Entry
2125	Completion of Council's Employee Induction Training.	Entry
2651	Diversity and discrimination / EEO training.	Entry
2609	Code of Conduct training.	Entry
1805	General Construction Induction (CIC – White Card) NSW.	Entry

Skill step progression plan

Entry Level	
1001	• Must have 100% of entry level skills.
1213	Sound communication skills with the ability to build and maintain cooperative relationships with internal and external stakeholders.
1471	Demonstrated experience in the Microsoft Office suite of products.
1595	Demonstrated ability to prioritise and achieve project milestones within allocated time frames, both individually and in small teams
1764	Knowledge and understanding of role and responsibilities under WHS Act 2011
Skill Step 1	
1001 1451	• Must have 100% entry level plus a minimum of 80% of Skill Step 1 competencies to qualify for permanent progression to Skill Step 1.
1210	Demonstrated ability to handling difficult / technical customer enquires
1310	Demonstrated ability to prepare an environmental assessment for a specific project
1557	Demonstrated ability to prepare contractual documentation.
76	Demonstrated ability to monitor and action WHS compliance by staff, contractors and the public.
141	Solid working knowledge of drainage design principles relevant to flood mitigation infrastructure.
1700	Demonstrated ability to source and interpret information from the Internet and other locations.
Skill Step 2	
1001 1002 1452	• Must have 100% of entry level skills + • 100% of Skill Step 1+ • Required to meet 80% of Skill Step 2 competencies to qualify for permanent progression to Skill Step 2.
1055	Demonstrated ability to enter and retrieve data in asset management systems
1647	Demonstrated ability to prepare timely reports in relation to areas of responsibility.
2629	Demonstrated ability to deliver projects on time and budget whilst ensuring quality, safety and environmental outcomes are met.
2662	Models inclusiveness and respect for diversity in people, experiences and backgrounds. Ensures that where relevant systems, policies and practises pertaining to functional area are inclusive of all individuals.
Skill Step 3	
1001 1003 1453	• Must have 100% of entry level skills + • 100% of skills step 1+2

	• Required to meet 80% of skill step 3 competencies to qualify for permanent progression to skill step 3.
1350	Proven ability to develop and maintain productive relationships with internal and external stakeholders.
1593	Demonstrated project management skills.
1583	Direct procurement and contracts of multiple projects/programs.
2630	Demonstrated ability to implement innovation in the delivery of projects to achieve cost savings and/or improvements to overall project outcomes.
2671	Well-developed and demonstrated judgement and other decision-making abilities.
1350	Proven ability to develop and maintain productive relationships with internal and external stakeholders.
Skill Step 4	
1737	• To be determined in consultation with your supervisor, subject to approval by the General Manager.