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just a step from the coast.

Engineering & Construction
Support Officer

Position Description



WESTERNPORT
WATER.

Hours
that
work
for
you.



TITLE

Engineering & Construction Support Officer

BAND

3

LOCATION

Newhaven Head Office, Phillip Island

DEPARTMENT

Engineering & Construction

DIVISION

Assets & Operations

REPORTS TO

Manager Engineering & Construction

DIRECT REPORTS

Nil

POSITION OBJECTIVE

The Engineering & Construction Support Officer will provide administration support to the Manager Engineering & Construction.

KEY RESPONSIBILITY AREAS

- Provide administration support to the Manager Engineering and Construction in the delivery of the capital program, provision of project reporting, contract administration and development services.
- Assist with the preparation of contractual documentation, release of bank guarantees and retentions, asset capitalisation and support the implementation of the Corporation's Procurement Policy.
- Act as a contact and receive development enquiries from customers and plumbers and respond to customer enquires.
- Assist with the timely and accurate preparation, issuing, receipt and recording of land development applications, planning permit referrals, certification of subdivision plans, building permit enquiries and build-over agreements.
- As directed, create and process purchase orders, and raise invoices for new projects, customer contributions, capital contributions, recycled water, tankered waste, developer agreements, build-overs and trade waste customers.
- Assist with Asset Management Information System (AMIS), Total Records and Information Management (TRIM) and Authority Customer Relationship Management (CRM) usage, ensuring all appropriate information is recorded.
- The ability to determine priorities, work within deadlines, discuss and resolve issues with managers and coordinators and fellow employees whilst managing conflicting priorities.
- Ability to effectively and efficiently operate within a team environment.
- Ability to communicate clearly with customers, team members, coordinators, managers and contractors as well as provide written communication, in the form of memos, notices and standard forms.
- Provide support and guidance when dealing with non routine matters.
- Assist in meeting all reporting and legislative compliance requirements assist with maintaining records, review for accuracy in recording and reporting data in corporate systems, relevant to the department.
- Participate in the budgeting process with close coordination with finance personnel, ensuring all the requirements are captured. Ensure proper monetary control so that the plant's expenditure stays within budget providing proper justification on variances for financial reports.

An underwater photograph showing several people swimming in clear, blue-green water. The scene is captured from an overhead perspective, with the swimmers' legs and arms visible as they move through the water. The lighting is bright, creating a serene and refreshing atmosphere.

Enjoy
a new
kind
of peak
hour.

REQUIREMENTS OF THE POSITION

Key Selection Criteria

Demonstrated clerical/administrative knowledge and experience, including ability to apply associated principles and procedures.

Sound communication skills both written and verbal along with good interpersonal skills.

Ability to work within a team environment as well as the ability to work effectively with general supervision when required.

Demonstrated time management skills including the ability to effectively prioritise tasks and meet deadlines.

Must be able to demonstrate an understanding and application of confidentiality in relation to work that is undertaken.

Qualifications and Experience

Experience in financial, development services and/or project management.

Certificate III or Certificate IV in Business Administration or equivalent.

Well developed administrative and computer skills.

Current drivers licence suitable for Victoria.

Management and Interpersonal Skills

These positions require skills in managing time, setting priorities and planning and organising one's own work and in appropriate circumstances that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.

Where supervision is part of the job, the position requires an understanding of and ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees training and development.

These positions require the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of well defined activities and in the supervision of other employees where appropriate.

Employees in this band will be expected to write reports in their field of expertise and/or to prepare external correspondence.

REQUIREMENTS OF THE POSITION

Accountability and the extent of authority

Positions in this band may supervise resources, other employees or groups of employees and/or provide advice to or regulate clients and/or give support to more senior employees.

In positions where the prime responsibility is for resource supervision, the freedom to act is governed by clear objectives and/or budgets, frequent prior consultation with more senior staff and a regular reporting mechanism to ensure adherence to plans.

In positions where the prime responsibility is to provide specialist advice to clients or to regulate clients, the freedom to act is subject to close supervision or to clear guidelines. The effect of decisions and actions taken on individual clients may be significant but the decisions and actions are always subject to appeal or review by more senior employees.

In positions where the prime responsibility is to provide direct support and assistance to more senior employees, the freedom to act is not limited simply by standards and procedures, and the quality of decisions and actions taken will often have an impact upon the performance of the employees being supported.

Judgement and decision making

In these positions, the objectives of the work are usually well defined but the particular method, technology, process or equipment to be used must be selected from a range of available alternatives.

The work may involve solving problems, using procedures and guidelines and the application of professional or technical knowledge, or relevant experience.

Problems are occasionally of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required.

Guidance and advice would usually be available within the time required to make a choice.

Specialist knowledge and skills

Employees in this band require an understanding of the relevant technology, procedures and processes used within their operating unit.

Specialists and employees involved in interpreting regulations require an understanding of the underlying principles involved as distinct from the practices.

Support employees also require an understanding of the role and function of the senior employees to whom they provide support, an understanding of the long term goals of the unit in which they work, and an appreciation of the goals of the wider Corporation.

All employees in this band require an understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents.



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