

Position Description (Employee)

Project Coordinator - Signage

Division	City Services
Business Unit	City Infrastructure and Traffic Operations
Grade/Band	Band 6
Date position description approved	March 2022

Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious Sustainable Sydney 2030-2050 – Continuing the Vision – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six-core values guide everything we do at the City.

Primary purpose of the position

Manage the asset management strategies, systems and procedures for the City's signage large assets portfolio. Maximising the use and efficiency of the asset management system in relation to managing the lifecycle of sign assets and meeting fulfil legislative, regulatory, audit and reporting requirements.

Key accountabilities

- Manage, develop and maintain data inventories and condition data for the City's signage assets via the City's asset management system (CAMS and GIS).
- Prepare five year rolling works programs for the maintenance, rehabilitation and renewal of all City civil infrastructure assets to optimise asset values and lives.
- Assist in preparation of capital and operational budgets, including cost analysis, performance reporting and risk analysis.

- Prepare design documentation packages including detailed sign requests, message schedules, location plans, sign setouts, interface schedules, removals schedules and other necessary documentation.
- Complete signage site surveys, audits and condition assessments, complete undertake analysis and defect reports in accordance with standards and procedures for rectification.
- Implement capital works and operational projects to ensure that signs are installed in accordance with plans and meet regulatory policies and procedures, and to assist in the resolution of issues and problems that may arise.
- Good governance, strong project management control and effective decision making in the delivery of service contracts. Develop specifications, contracts and other service delivery arrangements to maintain and supply signage assets, and ensure service provider compliance with specifications through appropriate controls and effective performance management.
- Develop and implement of the tendering, contract and procurement services for signage contracts when required.
- Coordinate the management of day-to-day operational activities of a specialised team in the provision of works by contract service providers, including chairing stakeholder, contract service provider meetings regularly to ensure all parties always deliver on outcomes / actions.

Key challenges

- Ensuring traffic regulated, parks and wayfinding sign designs, rules, development and manufacturing methodologies are in line with signage regulations, polices, WHS guidelines and Australian Standards.
- Ensuring quality management processes are met for the delivery of the signage program, including finance management, document management, site management, data management.

Key relationships

Who	Why
Internal	
Unit	<ul style="list-style-type: none"> • Receive information on progress towards business objectives and provide future directions • Identify emerging issues/risks and their implications and propose solutions • Provide expert reporting • Seek guidance, advice and support
Technical Services Team	<ul style="list-style-type: none"> • Contribute to discussions to decisions regarding capital works program • Manage constructive program meetings • Collaborate with team members
Procurement and Finance Units	<ul style="list-style-type: none"> • Seek advice, information and assistance
External	
Stakeholders	<ul style="list-style-type: none"> • Engage in, consult and negotiate the delivery of the works program
Community /State Agencies	<ul style="list-style-type: none"> • Engage, consult and provide with outreach and education activities • Provide timely customer service and support • Manage expectations and resolve issues

Key dimensions

Decision making

- The position is expected to comply with the Work Health and Safety Act and associated legislation in the performance of all duties.
- The position is accountable for decisions regarding all project objectives, the day to day work program for themselves and contractors, and for the provision of advice to team members and relevant stakeholders on behaviour change and outreach strategies, programs and activities.
- The position is to ensure the City's signage assets meet regulations, policies, guidelines and Australian Standards.

Reports to

Contract Manager – Street Furniture and Signage

Essential Knowledge, Skills & Experience

- Tertiary qualifications in the project and/or contract management field and experience in project management delivery in asset management.
- Extensive experience in program management through the development and implementation of quality management and consideration of a wide range of various internal and external stakeholders.
- Demonstrated project management experience in the design and implementation projects.
- Demonstrated experience of project management approaches, tools and phases of the project lifecycle.
- Demonstrated experience in budget management, contract administration, managing consultant briefs and procurement processes.
- Must hold current Class C driver's license.

Capabilities for the position

The City's capability framework outlines the capabilities everyone needs to work well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for **employees** and managers which provide clarity, common language and consistency.

Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment.

Capability Group	Capability Name	Level
Personal attributes	Act with Integrity and Courage	Highly Advanced
	Demonstrate Accountability	Adept
	Manage Self	Adept
	Display Resilience and Adaptability	Adept
Relationships	Work Collaboratively	Adept
	Communicate and Engage Respectfully	Adept
	Community and Customer Focus	Adept
	Influence and Negotiate	Adept
Results	Deliver Quality Results	Adept
	Create and Innovate	Intermediate
	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
Resources	Finance	Adept
	Technology and Information	Adept
	Assets and Tools	Adept
	Procurement and Contracts	Adept

**This profile is subject to an organisation-wide review of capability profiles. The final profile may vary slightly.*

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Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity and Courage	Highly Advanced	<ul style="list-style-type: none"> Champions and acts as an advocate for the highest standards of ethical and professional behaviour Sets a tone of integrity and professionalism in the organisation and in dealings external to the organisation Defines, communicates and evaluates ethical practices, standards and systems and reinforces their use Creates a climate in which staff feel empowered to challenge and report inappropriate behaviour Acts promptly and visibly in response to complex ethical and people issues
Demonstrate Accountability	Adept	<ul style="list-style-type: none"> Is prepared to make decisions within own level of authority

		<ul style="list-style-type: none"> • Takes an active role in managing issues in the team • Coaches team members to take responsibility and follow through • Is committed to safe work practices and manages work health and safety risks • Identifies and manages other risks in the workplace
Relationships Influence and Negotiate	Adept	<ul style="list-style-type: none"> • Builds a network of work contacts/relationships inside and outside the organisation • Approaches negotiations in the spirit of maintaining and strengthening relationships • Negotiates from an informed and credible position • Influences others with a fair and considered approach and sound arguments • Encourages others to share and debate ideas
Results Deliver Quality Results	Adept	<ul style="list-style-type: none"> • Takes responsibility for the quality and timeliness of the team's work products • Ensures team understands goals and expectations • Shares the broader context for projects and tasks with the team • Identifies resource needs, including team, budget, information and tools • Allocates responsibilities and resources appropriately • Gives team members appropriate flexibility to decide how to get the job done
Plan and Prioritise	Adept	<ul style="list-style-type: none"> • Consults on and delivers team/unit goals and plans, with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and projects • Scopes and manages projects effectively, including budgets, resources and timelines • Manages risks effectively, minimising the impacts of variances from project plans • Monitors progress, makes adjustments, and evaluates outcomes to inform future planning
Think and Solve Problems	Advanced	<ul style="list-style-type: none"> • Is able to draw on wide-ranging interests and experiences when facing new challenges • Thinks broadly about the root of problems before focusing in on the problem definition and solutions • Is able to discuss issues from different angles and project impacts into the future • Considers the broader context when critically analysing information and weighing recommendations • Involves diverse perspectives in testing thinking and solutions
Resources Finance	Adept	<ul style="list-style-type: none"> • Uses basic financial terminology appropriately • Considers the impact of funding allocations on business models, projects and budgets

		<ul style="list-style-type: none"> • Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition • Prepares and evaluates business cases with due regard for long term financial sustainability • Applies high standards of financial probity with public monies and other resources • Identifies, monitors and mitigates financial risks
Procurement and Contracts	Adept	<ul style="list-style-type: none"> • Prepares documents that clearly set out business requirements, deliverables and expectations of suppliers • Delivers open, transparent, competitive and effective procurement processes • Manages relationships with suppliers and contractors to ensure expectations are clear and business needs are met • Takes appropriate actions to manage and mitigate procurement and contract management risks