

HUMAN RESOURCES

POSITION DESCRIPTION

TECHNICAL OFFICER

REPORTING TO: GENERAL MANAGER

ISSUE DATE: AUGUST 2021

PRIMARY POSITION OBJECTIVE:

- The Technical Officer will translate and develop concepts learnt through education and experience into real world solutions. The Technical Officer will have a key focus on efficiency, administration, cost control and quality
- Under the guidance of the Project Management Team, the Technical Officer will develop the skills, knowledge and experience required in providing effective implementation of projects

MAJOR ACCOUNTABILITIES:

TECHNICAL

- Assist in the management and control of all safety hazards and environmental impacts with the aim of maintaining an incident / accident free workplace
- Develop an understanding and knowledge of Gradco business processes, including project administration, safety management, risk management and apply these to all work practices
- Develop an understanding and knowledge of relevant standards and compliance requirements within the industry and apply to work performed
- Assist Project Managers to ensure that projects are delivered in accordance with all relevant aspects of the company's IMS, contractual requirements and budget constraints
- Provide support and technical advice to Project Supervisors to ensure that all project obligations and responsibilities are met, ensuring time, budget, quality, safety and environmental obligations are achieved
- Undertake technical 'hands on' activities as required
- Perform on-site inspections and assist with the collection of data
- Maintain a current knowledge of technical and industry trends and practices
- Attend & contribute to project meetings, ensuring that identified action items are completed in a timely manner
- Develop and maintain technical reference libraries

ADMINISTRATION

- Assist in the preparation of tender submissions
- Assist project managers to obtain and collate quotations as required
- Responsible for the input of data into the project costing database
- Accountable for the management of project documentation

INDIVIDUAL

- Responsible for ensuring technical accuracy, quality, value and timeliness in work undertaken
- Assume ownership and responsibility for work priorities and for contributing to team objectives
- Share knowledge with other team members to contribute to the capability of the team
- Effectively communicate and develop relationships with internal or external stakeholders
- Participate in learning and career development opportunities
- Strive for continuous improvement in business processes and the development and maintenance of safe work methods
- Lead by example in regards to Safety and the Environment. Respect and value the diversity of the workforce

POSITION ENVIRONMENT:

Whilst working as part of the Project Management team at Gradco, the Technical Officer will work closely with all managers, supervisors, staff and contractors to ensure all of the company's objectives are met or exceeded in accordance with Gradco's Integrated Management System.

QUALIFICATIONS & EXPERIENCE:

The person in this role will ideally possess the following characteristics:

QUALIFICATIONS

- Appropriate qualifications and /or experience in the Civil Construction industry

KNOWLEDGE

- A knowledge in preparing and interpreting technical data
- A knowledge of project management and administration principals

SKILLS & EXPERIENCE

- Evidence of practical work experience
- High level of accuracy and attention to detail
- Well-developed communication, liaison, negotiation and representational skills
- Excellent time management skills with a flexible, enthusiastic and self-motivated attitude
- A current Tasmanian drivers licence
- Sound IT skills including knowledge of the MS Office Suite
- Ability to work in a safe and environmentally responsible manner in accordance with appropriate OHSE policies

PERSONAL ATTRIBUTES

- Genuine enthusiasm for the allocated responsibilities
- Commitment to professionalism
- Demonstrate a high level of interpersonal skills and work ethics, including motivation and enthusiasm

ORGANISATIONAL RELATIONSHIPS:

REPORTS TO:	INTERNAL LIAISONS:	EXTERNAL LIAISONS:
Contracts Manager (for technical advice) General Manager (for HR, personal development and other matters)	All Gradco Personnel	Clients Subcontractors/Suppliers

EXTENT OF AUTHORITY:

- Freedom to act within defined/established guidelines and company policies
- Purchases may be made in line with Gradco ordering policy

KEY PERFORMANCE INDICATORS:

The occupant of this position will be expected to achieve the following performance indicators in accordance with their contract of employment:

- Perform all tasks inside the parameters of relevant company policies and procedures
- Completion of any aspect of a project delegated to you on time and on budget
- Minimise any rework
- Work with all staff to ensure no lost time injuries

EMPLOYEE CONSENT:

I have read understood and accept the responsibilities of this position with Gradco Pty Ltd and agree to the conditions of employment.

EMPLOYEE SIGNATURE		DATE:	
GENERAL MANAGER SIGNATURE		DATE:	