

Position Description

Position Details

Position Title	Project Officer
Employment type	Full Time
Pay Band	5
Location	Mildura or Swan Hill Office
Direct Reports	Nil
Reports to	Program Manager
Delegated Authority	Category E

Organisational Context

Lower Murray Water (LMW) is a large regional organisation servicing diverse communities across the region, stretching from Kerang to the South Australian border. A unique organisation, LMW operates both urban and rural water and sewerage businesses which support domestic and commercial customers from households through to large-scale irrigation operations. As a leader within the region, LMW has established itself as a major contributor to enhancing regional prosperity, directly impacting social, environmental, and economic benefits.

We operate within a dynamic industry with significant challenges requiring an innovative, integrated, and strategic approach and our vision is to provide a healthy, sustainable water future underpinned by our culture of performance excellence and a close partnership with our employees, customers, and communities.

Our Values

LMW's Values have been developed by our people and set the guidelines of how we will behave in the workplace.

Deliver – We strive to deliver the best service to our community and ensure they have secure and reliable water and waste management services.

Grow – We strive to continuously develop, learn, and grow both individually and as an organisation.

Respect – We celebrate uniqueness and provide an inclusive culture for all.

Collaborate – We are a collaborative workplace that provides a supportive, friendly working environment.

Safe Work Done Well – We promote a Safety culture which prioritises physical and mental health and wellbeing.

Position Summary

The Project Officer will work as part of the Projects Team within the Infrastructure Services Department to support the delivery of Lower Murray Water's Capital Works Program. Reporting to the Program Manager, the role is responsible for applying project management practices,

administering contracts, coordinating consultants and contractors, and overseeing onsite works. The position ensures projects are delivered safely, efficiently, and in compliance with contractual, environmental, and safety requirements

Key Responsibilities

The Project Officer is responsible for:

1. Complying with all applicable occupational and safety (OH&S) laws, regulations and policies, as well as environmental protection laws and policies.
2. Safety & Compliance
 - a. Oversee compliance with safety, environmental and quality systems in accordance with LMW and regulatory requirements.
 - b. Monitor contractor compliance with the Environmental Management Framework, associated plans and Contractor's Safety Management System.
 - c. Undertake hazard and incident reporting, audits and support corrective actions where required.
3. Project Management
 - a. Management of capital works projects in accordance with the LMW Project Management Framework from project initiation through to completion.
 - b. Undertake project scoping activities, including helping define objectives, deliverables, risks, and constraints in consultation with stakeholders.
 - c. Preparation of procurement documentation and support the procurement process in line with organisational policies and procedures.
 - d. Assist in the development and review of designs, ensuring they are technically sound, cost-effective, and aligned with project requirements and regulatory standards.
 - e. Assist in ensuring design documentation is complete, accurate, and suitable for procurement and construction.
4. Contract & Contractor Management
 - a. Administer consultancy and construction contracts including variations, progress claims and performance.
 - b. Maintain site records and report non-compliance with contractual obligations.
 - c. Liaise with contractors to foster a culture of safety, quality, and performance.
5. Construction Supervision & Site Coordination
 - a. Provide day-to-day oversight of site works.
 - b. Monitor works progress against schedule and budget.
 - c. Capturing site data, record keeping and reporting.
6. Reporting & Documentation
 - a. Prepare regular project updates and technical reports for the Program Manager.
 - b. Ensure project records are accurately maintained in LMW systems.
 - c. Track progress against project milestones and maintain site documentation.
7. Stakeholder Engagement
 - a. Lead engagement activities with internal and external stakeholders
 - b. Ensure project activities are communicated effectively and respectfully.

Key Behaviors

Professionalism: Maintaining a positive attitude, being punctual and reliable, showing empathy and understanding in our interactions and respectful, and following workplace policies and procedures.

Integrity and honesty: Being open and transparent when making decisions, giving honest and supported advice, exercising power in a fair and reasonable way and addressing unacceptable behaviours in the workplace

Collaboration and cooperation: Actively participating in teamwork, sharing ideas and working together towards shared goals and objectives.

Inclusivity and diversity: Valuing and respecting diversity, treating everyone with fairness and equality, promoting an inclusive and welcoming environment.

Coaching others: Assist, challenge and encourage others by sharing knowledge, skills and/or experience to help individuals improve performance and achieve goals

Skills and Experience

- Experience in infrastructure construction, preferably within the water industry.
- Experience in a project management or project delivery role, preferably within the water industry.
- Demonstrated understanding of contract administration and site supervision.
- Strong knowledge of WHS, environmental and quality management systems.
- Proven ability to work collaboratively within multidisciplinary teams.
- Competent in using tools (e.g. Microsoft Project) to plan and monitor the delivery of projects against time, quality and budget.
- Valid Driver's Licence.

Desirable

- Trade certificate in relevant discipline preferably related to the water industry

Compliance Requirements

- Driver's License
- Worksafe Victoria Construction Induction
- Criminal background check
- Confirmation of fitness for work

Signatures: We certify that the content of this position description is accurate:

Position Holder:

Date:

Signature:

General Manager:

Date:

Signature:

Managing Director:

Date:

Signature: