Position Description

Position Title	COORDINATOR PROJECT MANAGEMENT OFFICE
Directorate	City Futures
Department/Business Unit	Project Delivery & Project Management Office
Team	Project Management Office (PMO)
Classification	Band 8
Date	January 2026
Reports to:	Chief Infrastructure Officer
Supervises:	T/L Project Management Office, Capital Planning Officer, Project Development Officer (approx. x 3 FTE).
Internal Liaison:	Managers, Civil and Open Space Projects, Building Projects Units, Construction Unit, Infrastructure Strategy, City Works, Project Sponsors / Stakeholders, Service Managers, Procurement, Finance, Coordinators, Staff
External Liaison:	Contractors, Consultants, Authorities, Professional Bodies, Employer Organisations, Unions, Industry Organisations, Relevant Government Departments (State, Local, Federal)

Position Objectives

The primary ongoing objectives of the position are to:

- Develop, implement and maintain a Project Management Framework (PMF) to provide consistency across planning, delivery, reporting, and governance of projects, for both Capital and Operational Projects.
- Coordinate Capital Program Management and implement project monitoring, controls and reporting to track and identify projects requiring intervention and uplift.
- Support Councils Organisational Planning and Strategy Department in their annual update of Councils 10-year Capital Plan and Budget development.
- Lead the development of Councils annual Capital Program, informed by Councils 10-year Capital Plan and Budgets.
- Proactively pursue any further opportunities to improve project delivery and performance and achieve Councils target of 100% program delivery each year with zero (less than $1m) carryover.

The position is a new position for the City of Greater Dandenong, and in setting up the newly created Project Management Office (PMO), it is anticipated that the position will involve:
- an initial focus on civil, open space, and building projects, and view to extend to become an organisation wide Enterprise PMO supporting capital projects and a suite of reportable operational projects.
- introduction of tools and systems that provide a modern working environment for program management, whilst contributing feedback towards broader system changes.
- acting as a hub to capture ideas (discovery phase), outline and guide requirements to create a project, and how it can be considered for future.
- establishment of a Capital Works Committee to provide monthly oversight and governance on the annual Capital Program, including project tracking, risks, financial performance, and variation control.

Key Selection Criteria

You need these essential qualifications (or experience), knowledge and skills to carry out this position

- A tertiary qualification in Project Management and/or Construction and Engineering, and at least 5 years' experience in delivering a diverse range of large-scale community asset projects.
- Experience in a formal leadership role.
- Demonstrated experience of develop, implement and maintain a Project Management Framework (PMF) for local government.
- Demonstrated experience of working well and influencing decisions when working with large and multi-disciplinary groups.

- Experience and skills to pro-actively plan and implement strategies, projects, policies, programs and services.
- Demonstrated experience at utilising effective interpersonal skills, incorporating listening, liaison, facilitation and presentation skills to persuade, convince or negotiate with clients, members of the public, other employees, tribunals and persons in other organisations.
- Demonstrated experience of being accountable for delivering business plan objectives, meeting KPIs, deadlines and budget outcomes, and formal report writing.

As part of the Selection Criteria, you must hold and supply these licences, registrations, certificates, etc., prior to offer of employment and commencement and continue to maintain them throughout your employment in this role with Council:
☒   satisfactory (and ongoing) Working with Children's Check
☒   satisfactory (and ongoing) Police Check
☒   current valid (and ongoing) Victorian Driver's Licence

Position Specific Responsibilities & Skills

In this position, you are responsible for:

Functional Responsibilities	- Manage the day-to-day operations of the PMO Unit, developing and managing the Unit budget, committing expenditure and approving payments within budget, to an amount per delegations of authority. - Implement and monitor programs that ensure Council's safety, quality and environmental project objectives / targets are met or adjusted where necessary to deliver high quality and responsive outcomes. - Make an ongoing, positive contribution to the Directorate through effective and high-quality delivery of the position objectives. - Make an ongoing positive contribution to the Organisation through alignment with organisational culture, values and care for the community. - Make an ongoing positive contribution to the industry through upholding core engineering values and ethical standards.
Management Leadership	- Build and facilitate ongoing Unit capability and resilience in delivering the functional responsibilities of the role. - Monitor quality of output from the Unit to ensure advice effectively achieves its objectives. - Promote a positive image by demonstrating professionalism, ethical work standards and a high level of integrity, displaying and promoting the organisational REACH values. - Provide clear direction to reports, consultants and colleagues in leading project teams, with open communication to facilitate values of openness, trust, and professional performance. - Motivate and coach staff by ensuring they have the necessary understanding, support, and resources for undertaking the delegated assignments, ensuring performance milestones/hold-points are set, agreed, and deliver feedback to ensure agreed outcomes are achieved. - Lead risk management practice by identifying, assessing, influencing, preventing, treating and monitoring risk relevant to the role. - Implement and maintain health and safety standards and procedures according to legislation and consistent with Council policies. - Prepare concise and accurate milestone reports on Council and Business Plan KPIs as well as status of strategy, policy, and Action Plan implementation.

Professional Advice and Specialist Expertise	• Acknowledge that the service provided by the team is specialist in nature and is relied upon to be delivered in a professional and respectful manner. • Recommend improvements to the development of template, guidelines, policies and strategy related to delivery of projects.
Project Management	• Maintain a long term and community focussed approach to project management activity. • Own and champion the delivery of complex projects, providing support to Project Managers and Service Managers. • Positively embrace, adopt and meet the challenges of change as it occurs within the organisation while possessing a 'can do' attitude to embrace new tasks and to assist others. • Work in cooperation with other departments in undertaking strategic and operational planning.
Liaison, Engagement and Consultation	• Function decisively as Councils key authority on Councils Project Management Framework. • Effectively tailor advice and correspondence to enable Councils Project Management Framework to be understood by a wide range of stakeholders. • Develop and implement understanding of Council policy and guidance around community engagement and consultation where relevant. • Proactively liaise with colleagues to ensure that they are informed, their Project Planning / Management issues are acknowledged, and their support is gained in pursuing objectives and outcomes. • Participate in (or facilitate Unit participation in) regional groups of councils to facilitate improved outcomes in areas of shared interest. • Encourage staff engagement and participation in industry events and benchmarking.
Financial and record keeping	• Champion comprehensive storage and accessibility of project information including financial records, procurement information, asset data and any other relevant project data. • Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy. • Plan, budget and manage the Project Management Office budget.
Reporting	• Report on Council and Business Plans, Quarterly KPIs and budget outcomes.
Occupational Health and Safety	• Acknowledge that the Unit includes a number of roles exposed to OH&S risks due to the nature of the work (significant proportion of work on site / out of office) • Acknowledge that the Unit includes a number of roles with direct interface with the community, potentially including children (significant proportion of work on site / out of office). • Champion a culture of prioritising the physical and mental health and safety of staff.
Continuous Improvement Innovation	• Implement and maintain Continuous Improvement System standards and procedures. • Demonstrate effective leadership on OHS matters. • Positively embrace, adopt and meet the challenges of change as it occurs within the organisation while possessing a 'can do' attitude to embrace new tasks and to assist others. • Work in cooperation with other departments in undertaking strategic and operational planning.

	• Staff planning, incorporating work allocation and quality controls, workflows, performance management, training needs and programs as required and leave management. • Identify opportunities and encourage and support planning & service development for the Directorate as well as working in cooperation with other departments in undertaking strategic and operational planning and implementation of projects.
Customer Service	• Respond to customers in a professional, courteous and timely manner, providing accurate professional advice that reflects industry best practice to external and internal customers. • Effectively tailor advice and correspondence to enable complex matters to be understood by a wide range of stakeholders. • Develop and implement understanding of Council policy and guidance around community engagement and consultation where relevant.

Core Organisational Capabilities

We have a Core Capability framework to help everyone succeed and develop for their current and future positions. The relevant capabilities for this position are at the back.

REACH Values

Our REACH values define who we are and how we interact with others. They define how each of us should aim to operate in the workplace regardless of the role we hold. Our REACH values are at the back.

Child Safe Organisation

Greater Dandenong City Council has zero tolerance of child abuse and is committed to creating and maintaining a child safe and child friendly City where all children are valued and protected from abuse.

Organisational Responsibilities

Everyone at Council has the following responsibilities and obligations:

Emergency Management	• Help Council fulfil its emergency management obligations by assisting in emergency management activities as required.
Occupational Health and Safety	All employees have responsibilities to: • Take reasonable care of their own health and safety. • Take reasonable care that their acts do not adversely affect the health and safety of other persons or themselves. • Follow policy, procedure or instructions to ensure as far as is reasonably practicable a safe workplace. • Report all incidents, injuries and near misses to their supervisor immediately and adhere to Council's occupational health, safety and return to work (RTW) policies and procedures. • Participate in health and safety training programs and initiatives. People managers have additional responsibilities to: • Develop, implement, promote and review Council's OHS management system within their area of responsibility. • Work with Health and Safety and People and Change departments to ensure accurate and timely OHS reporting, and implementation of health and safety culture, policies, procedures, and training programs. • Ensure employee compliance with relevant OHS regulatory requirements through local and corporate policies and procedures in order to provide and maintain a safe

	• work environment, including providing training and guidance on OHS responsibilities. • Monitor and review workplace environment to identify, manage and respond to any health and safety hazards and risks, including psychosocial.
Child Safety	• Demonstrate and promote a strong commitment to child safety, equity and inclusion, and cultural safety, in line with Council policies and the Victorian Child Safe Standards and foster this commitment across their team. • Ensure compliance with the Child Safety and Wellbeing Policy, Child Safe Code of Conduct, and all child safe policies and procedures, and support staff to understand and meet these requirements. • Report any child safety concerns including breaches of Child Safe Code of Conduct in line with Council policies, the Reportable Conduct Scheme, and legal obligations, and support staff to understand and meet these requirements.
Climate Change & Sustainability	• Help support Council's response to the climate emergency by helping facilitate a whole -of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes.
Compliance	• Remain mindful of the requirements of the Victorian Charter of Human Rights at all times • Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information. • Perform other duties as directed within the limits of acquired skills, knowledge, and training. • At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers and employees. • At all times, comply with Council's Code of Conduct - Staff.

Diversity, inclusion and equity	• Demonstrate an understanding of and the ability to work with, diversity in the workplace, including:
	  o zero tolerance of racism and expectations that staff will act on incidents of racism.
	  o supporting Aboriginal and Torres Strait Islander children to express their culture and enjoy their cultural rights.

Gender Equality	• Prevent and address violence against women and workplace sexual harassment, including by modelling acceptable behaviour, responding decisively to improper conduct and properly managing initial disclosures

Inherent requirements of the position

These are the essential requirements of this position:

Council has a Flexible Work Policy. All staff are required to attend the workplace for the minimum number of days specified in the Policy.

Working out of standard business hours

☒ Not required.

☐ This role may be subject to work related contact outside of normal business hours. (Refer to Working out of hours under position specific responsibilities.)

On a typical day, approximately this much time would be spent on the following activities:

Cognitive Requirements	Task details (typical tasks)	Frequency (% of the working day)			
		Rare/ Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
Working independently – *ability to utilise autonomy with respect to the processes by which tasks are completed. Little to no autonomy with respect to the work allocated to them by the supervisor*		☐	☐	☐	☒
Team based work – *works in a team of people and not exposed to isolation*		☐	☐	☐	☒
Communicating with others – Verbally		☐	☐	☐	☒
Communicating with others - Written		☐	☐	☐	☒
Focused Attention to task – *high levels of attention required to minimise errors and ensure accuracy*		☐	☐	☐	☒
Concentrating – *high levels of concentration required while completing required tasks*		☐	☐	☐	☒
Planning and sequencing tasks and activities		☐	☐	☐	☒
Decision making – *required to exercise sound decision making while completing all aspects of the position*		☐	☐	☐	☒
Problem solving – *requirement to develop sound solutions to novel or unusual problems arising during the course of the day*		☐	☐	☐	☒
Reasoning – *required to exercise sound reasoning while completing all aspects of the position within defined scope*		☐	☐	☐	☒
Judgement – *required to exercise sound judgement while completing all aspects of the position within defined scope*		☐	☐	☐	☒
Short and long-term memory recall – *ready access to documented procedures or precedents to perform requirements of the position*		☐	☐	☐	☒
Emotional resilience – *exposure to stressful or distressing situations including meeting specified deadlines and production demands, dealing with aggressive or upset customers/clients, high conflict situations, general workload demands, change beyond individual's personal control*		☐	☐	☐	☒
		☐	☐	☐	☒

Cognitive Requirements	Task details (typical tasks)	Frequency (% of the working day)			
		Rare/ Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
Interruptions – *frequency of interruptions to daily work plans and requirement to change work plans at short notice*					

Physical Requirements

☐ This position requires more than 10% (on average) daily work rate of manual handling/physical exertion. [If this position requires ≥10% (on average) daily work rate of manual handling / physical exertion, a Task Analysis is then required to be established by an Occupational Therapist [OT] for further assessment (please contact the OHS Team for further information).]

☐ This position requires a vision test

☐ This position requires a hearing test

Note: To determine % of manual handling / physical exertion on average per working day.

7.6 hour day = 456 minutes. 10% of 456 minutes = 45.6 minutes per day.

8.00 hour day = 480 minutes. 10% of 480 minutes = 48.0 minutes per day.

8.44 hour day = 506 minutes. 10% of 506 minutes =50.6 minutes per day.

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
Mobility/Postures					
Sitting – *stay in a seated position*		☐	☐	☐	☒
Standing – *standing in an upright position, moving less than 3 steps*		☐	☐	☒	☐
Walking – *In an upright position, moving more than 3 steps*		☐	☐	☒	☐
Crawling – *Move on the hands & knees or by dragging the body close to the ground*		☒	☐	☐	☐
Non-manual handling					
Crouch/squat – *To lower the body by bending forward from legs and spine, buttocks on or near the heels*		☐	☒	☐	☐
Kneeling – *To lower the body*		☐	☒	☐	☐
Bending – *To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds*		☐	☒	☐	☐
Reaching – *Extending arms out in any direction*		☐	☐	☒	☐
Twisting/trunk rotation – *Rotating the body to one side or the other without moving the feet*		☐	☐	☒	☐
Fine manipulation/pinch grip – *Fingers are on one side of the object and thumb on the other, typically without the object touching the palm*		☐	☒	☐	☐
Power/open hand grip – *Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended*		☐	☒	☐	☐
Writing/typing		☐	☐	☐	☒
Climb ladders		☒	☐	☐	☐
Climb or descend stairs		☐	☒	☐	☐

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
Low level work – *Performing manual handling actions at or near ground level*		☒	☐	☐	☐
Manual Handling					
Lift/Carry/Hold – *Raising or lowering an object from one level to another and holding/transporting the object using the hands, arms or on the shoulders*		☒	☐	☐	☐
Pushing/Pulling – *Applying force to move something away or closer to one's self, including static positions*		☒	☐	☐	☐
Kilograms of force (kg.f) – *Amount of force or effort required to perform a specific task or part of a task*		☒	☐	☐	☐
Weight requirements – lift, carry, push, pull or hold					
1-5kg		☐	☒	☐	☐
5.1 – 10kg		☐	☒	☐	☐
10.1 – 15kg		☒	☐	☐	☐
15.1 – 20kg		☒	☐	☐	☐
Lift floor to hip		☒	☐	☐	☐
Lift waist to shoulder		☐	☒	☐	☐
Lift overhead		☒	☐	☐	☐
Pushing/pulling		☐	☒	☐	☐

Band descriptors *(as defined in Council's Enterprise Agreement)*

These descriptors help to classify the position:

Accountability and Extent of Authority

The essential position requirements include:
- Employees in this Band must have the ability and skills to provide training in specialist disciplines either through formal training programmes or on the job training.
- Employees in this Band also require a thorough understanding of the relevant technology, procedures and processes used within their operating unit.
- Ensuring Council policies and procedures are followed with integrity and compliance and continuous improvement principles are applied to all operations of the Unit.
- Ensuring excellent customer service standards are applied and outstanding issues are resolved.
- Ensuring safety, quality and environmental practices and principles are applied to the highest standards for identifying and managing risk issue.
- Effectively managing and leading the operations of the Unit, where the freedom to act is governed by the goals and policies of the organisation and by statute and subordinate legislation. Decisions and actions taken at this level may have a substantial effect on the community or sections of it.
- The provision of high-quality specialised advice and reporting on construction related issues.
- Leadership which incorporates professionalism, ethical work standards and a high level of integrity.
- Ensuring the Unit have the necessary role clarification, support, resources and training for the job.
- Managing business plans and annual budgets to meet corporate and departmental objectives, in line with financial delegations of authority.
- Effective staff planning, work allocation, workflows, performance, quality controls and leave management.
- Ensuring contract management is in accordance with corporate standards.
- Formal input into policy development.
- For identifying and managing risk issue.
- Authority to make decisions on matters which are the responsibility of the position subject to the decision being within delegated authority, legislative requirements, and established policy on recognised standards. The effect of decisions and actions taken may have a significant effect on the programs or public perception of the wider organisation.

Judgement and Decision-Making Skills

Judgement and decision making will be within the following scope:

- This position involves both problem solving and policy development. Methods, procedures and processes are less well defined, and employees are expected to contribute to their development and adaptation. The work will typically require the identification and analysis of an unspecified range of options before a choice can be made.

Independently

- Exercise a high level of initiative, resourcefulness and judgement in the provision of advice and recommendations in relation to asset management policies, strategies, plans and practices for civil assets.
- Application of specialised methods and techniques based upon knowledge and experience is expected.
- The development and application of innovative methods to new situations is encouraged particularly in relation to cost control and about changes in technology and work practices.
- Responsible for the application of judgement within established techniques which may or may not be developed internal to the organisation.
- High-level decision-making ability to analyse information and data to formulate solutions to problems.
- Allocation of resources to meet work demands, including planning, priorities contingencies, and staff work allocation, performance and leave management along with financial commitments, expenditure and payments.
- Developing and managing business plans and budgets, contracts and contractors, including performance.

With input from the Manager, Project Delivery and PMO

- Resolve contract disputes efficiently and with minimal impact.
- Resolve human resource issues quickly before they escalate.
- Consider long and short term resource planning issues.

Recommends to the Manager, Project Delivery and PMO

- Improvements to work systems, work procedures and structures which result in cost savings and more efficient business practices.

Guidance
- Works independently per delegations of authority under broad direction from the Manager, Project Delivery & PMO.

Specialist Knowledge and Skills

- Specialist knowledge of management principles and practices.
- Sound knowledge of construction principles, plant and materials.
- Sound knowledge of the principles of contract management, project management and infrastructure management and proficiency in the detailed application of these principles.
- High degree of proficiency with IT applications and packages including Microsoft Office, MS Project, MS Access.
- Demonstrated attention to detail and thoroughness in conducting investigations and preparing high-quality written correspondence and reports.
- Financial management skills to develop, monitor and meet budgets combined with business acumen to identify / anticipate risks or areas of concern and manage these issues to ensure contracts effectively deliver standards and best value.
- An understanding of the long-term goals of the unit and wider organisation, of its values and aspirations, and of the legal and political context within which it operates.

- Analytical and investigative skills.
- Understanding of local government policies and programs and their impact on local government service provision.

Management & Interpersonal skills

The essential position requirements include:
- Ability to manage time, set priorities, plan and organise one's own work to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
- Maintain a continuous improvement focus and drive enhancements that contribute to team and departmental effectiveness.
- Understanding of and an ability to implement personnel policies and practices including those related to equal employment opportunity, occupational health and safety, recruitment and selection procedures and techniques, position descriptions and employee development schemes. There is also an expectation to contribute to long term staffing strategies.
- Capacity to monitor and work within budgets.
- Ability to undertake tasks efficiently and effectively without direct assistance and supervision.
- Highly developed verbal and written communication skills, including the ability to prepare clear and concise business cases, briefs and reports.
- Ability to persuade, convince or negotiate with clients, members of the public, other employees, tribunals and persons in other organisations in the pursuit and achievement of specific and set objectives. Employees at this level must be able to lead, motivate and develop other employees.
- Ability to liaise with their counterparts in other organisations to discuss and resolve specialist problems and with other employees within their own organisation to resolve intra-organisational problems.
- The ability to communicate respectfully and clearly, and to explain and present complex issues in an uncomplicated way to a range of audiences including other officers at Council and the broader community.
- Demonstrated ability to deliver a high standard of customer service by understanding the needs and concerns of others, showing a willingness to listen, and finding acceptable compromises where appropriate to resolve issues.
- Ability to work effectively and contribute to a team environment.
- Ability to lead by example, proactively motivate others, and inspire commitment among team members to achieve organisational goals, objectives, and performance targets.

Verification & Approvals

I certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

	Name	Signature	Date
Occupant			

Appendix
Core Capability Framework – People Leaders

Relationship Management

Develops and maintains strong and enduring relationships with colleagues and/or external stakeholders which are built on mutual respect and commitment. Ensures that all people are treated with dignity and respect regardless of gender, ethnicity, religion or sexual orientation.

- Ensures a wide range of views and opinions are encouraged and valued
- Builds strong and trusting relationships with team members and across the directorate
- Seeks to achieve outcomes that are beneficial to all stakeholders
- Demonstrates high levels of integrity and teamwork in all relationships

Planning & Organising

Thinks from a wholistic perspective and sees the patterns in the complex relationships that exist between the different parts of the organisation. Uses these insights to ensure that the organisation's human, physical and financial resources are effectively used in the achievement of the organisation's, team's or the role's agreed priorities.

- Ensures that team members are able to see the connections between the work of the team and the broader organisational context
- Actively engages team members in the development of realistic plans to deliver work unit priorities
- Allocates work unit resources to achieve desired results
- Takes corrective action as required when concerns have been identified

People Development

Demonstrates a deep commitment to ongoing learning and development as fundamental to the organisation's sustained success and to the realisation of the potential of its people.

- Encourages people to undertake ongoing professional and personal development
- Uses reflection as a key tool for ongoing development and organisational improvement
- Uses transformational leadership practices to engage and grow the capabilities of team members
- Regularly gives and receives constructive feedback
- Communicates with staff in a positive and proactive manner

Future focused organisation

Is keenly aware of the social, political, economic and technological trends that impact the global and local environments and ensures these are factored into the work of individuals, teams or the organisation to deliver on the needs and expectations of the Council and the community it serves

- Monitors the broader environment to understand the impact of emerging trends on the work of the team
- Identifies changes to systems and processes that will lead to the effective implementation of organisational change initiatives
- Encourages others to recognise and value the inevitability of change in organisations
- Assists the team to adapt to a constantly changing environment by communicating change information honestly, empathetically and in a timely manner

Outcome orientation

Demonstrates a strong commitment to a high-performance culture by constantly striving for high quality customer service outcomes and accepting responsibility for outcomes within their control

- Creates opportunities for people to come together to creatively address issues facing the team and the clients they serve
- Sets short-term goals with the team for the team to achieve agreed objectives
- Tracks progress against job expectations and makes adjustments as required
- Sets challenging goals that will deliver superior results

Service focus

Ensures there is a focus on delivering work priorities to agreed quality and timeliness standards

- Demonstrates commitment to quality client/customer service
- Maintains regular customer communication to ensure mutual expectations are clear
- Responds appropriately to client/customer requests and/or complaints

Self-management

Demonstrates self-awareness through understanding own responses to a range of situations as well as understanding the impact their behaviour has on others	• Accepts personal responsibility for outcomes within her/his control • Demonstrates the ability to regulate and adapt behaviour according to the circumstances and the audience • Seeks out feedback with the purpose of reflecting on work performance with a view to self-improvement • Models Greater Dandenong's ethical and organisational standards • Acts decisively during times of ambiguity and pressure

Safety, health and wellbeing

Ensures that the safety, health and wellbeing of employees, contractors, service users and councillors is at the heart of the organisation's culture and the way work is organised and services delivered	• Aligns team/unit work plans with Council's vision and objectives for employee safety, health and wellbeing • Allocates adequate resources to achieve safety, health and wellbeing initiatives and objectives • Monitors departmental performance indicators for the continuous improvement of safety, health and wellbeing practices and culture

Council's REACH Values

Respectful
We respect and care about our community, each other and ourselves.
We act with integrity at all times and in all matters.
We take time to listen to and seek to understand the other point of view.
We strive to understand and respect the diversity of our community and our workplace.
We understand our role in the community and respect the responsibility that comes with

Engaged
We listen to our community and respond.
We work together with our community and each other, to achieve the best outcome.
We have the confidence to challenge the status quo, to reach for better outcomes.
We are action-oriented in identifying and responding to new challenges.

Accountable
We are proud of our city, our community and our achievements.
We spend our time and effort on solutions rather than looking for someone to blame.
We take responsibility for our actions.

Creative
We care about getting the best outcomes.
We constantly ask: What's the future and what's possible?
We have the courage to try new ideas.
We strive for excellence in everything we do.

Honest
We tell the truth, even when we know people may not want to hear it.
We form our opinions and give advice from sound, evidence based research.
We act with humility and apply the highest standards of ethical behaviour to everything we do.