

Position/s Description

**Coordinator Building Construction and Essential Services
(POS2825)**

Directorate Department	Operations Buildings and Fleet Operations
Reports to	Manager Buildings and Fleet Operations
Number of Direct Reports	8
Position Grade	18
Employment Type	Permanent Full-time 35 hour week
Primary Location	33 Moore Street
Date Approved	June 2026

Our Culture

We believe in the future of Liverpool and that our future is best described in the Community Strategic Plan (CSP).

We're a connected team with a shared purpose, determined to get the best results on the things that matter most for our community and people. We live our culture with a mindset of "A better way – every day."

**WORKING
TOGETHER**



**COMMUNITY
FOCUS**



ACCOUNTABILITY



**GROWTH &
DEVELOPMENT**



INNOVATION



Intent and Primary Purpose of the Position/s

To provide leadership, guidance and operational management of Council's Building Construction and Essential Services function.

The position is responsible for the planning, delivery, maintenance and continuous improvement of Council's building infrastructure and assets, ensuring capital works, maintenance and essential services programs are delivered safely, efficiently and cost-effectively.

The role oversees compliance with legislative and statutory requirements relating to building assets and essential services across Council-owned facilities, and provides strategic input into asset lifecycle planning, financial forecasting and organisational planning processes.

Position Outcomes and Accountabilities	
Outcomes Delivered	Performance Standard
Effective delivery of building capital works programs	Projects delivered within approved scope, budget, time, safety, quality and environmental requirements
Compliant delivery of essential services programs	All statutory and essential services obligations met and maintained across Council assets
Strategic asset lifecycle management	Asset planning, condition assessments and depreciation reporting completed accurately and in line with best practice
Sound financial and budget management	Capital and maintenance budgets prepared, monitored and controlled within delegated authority
High-performing and capable workforce	Team performance managed effectively with training needs identified and development plans implemented
Strong contractor and consultant performance	Contracts administered effectively and performance managed in accordance with Council policies
Continuous improvement in asset and service delivery	Improvement initiatives implemented to enhance efficiency, compliance and service outcomes
Effective stakeholder engagement	Productive relationships maintained with internal and external stakeholders

Decision Making Authority and Responsibilities	
Decision Making	• Decisions with delegated authority as granted by CEO. • Review, analyse and approve documentation and purchase orders related to operational activities • Manage and review team performance • Prepare, manage and control capital works and maintenance budgets within delegated authority • Authorise expenditure in line with financial delegations • Identify, assess and manage risks and issues to minimise operational impacts • Engage, manage and monitor contractor performance and key stakeholder relationships • Decisions outside delegated authority, including financial limits, appointment or dismissal of staff, and significant contractor performance issues, are referred in accordance with Council's delegation framework.
WHS Responsibilities	• Ensure compliance with Council Work Health and Safety policies, procedures and legislative obligations • Ensure safe systems of work are implemented across construction, maintenance and essential services activities • Respond effectively to incidents, emergencies and compliance issues
Financial Delegation	• As per relevant delegation schedules.

Key Relationships	
Who	Why
Chief Executive Officer, Directors and Managers	• Strategic direction, approvals and organisational alignment
Team Leaders, Project Managers and Coordinators	• Program delivery, coordination and performance management
Consultants and Contractors	• Design, construction, maintenance and compliance delivery
Internal and External Stakeholders	• Engagement, consultation and service delivery outcomes

Position Requirements	
Qualifications, Knowledge, Skills and Experience	
Essential:	Qualifications / Licences • Tertiary qualification in Building Construction, Project Management, Facilities Management, or equivalent demonstrated experience • Relevant trade-based qualification • Current Class C Driver's Licence • Senior First Aid Certificate • Construction Industry Induction Card (White Card) Experience • Extensive experience in building project delivery and/or facilities management • Demonstrated experience across local government, state government and private sector environments • Proven experience managing multidisciplinary professional teams • Demonstrated experience managing capital works and building maintenance programs • Experience in essential fire safety services and statutory building compliance • Strong experience in contractor management, procurement and tendering • Demonstrated financial management, budgeting and asset planning capability • Experience in community consultation, design review and strategic asset planning • Experience across development applications, construction certification, occupation certification and REF processes • Experience in construction site establishment and management Knowledge and Skills • In-depth knowledge of the Building Code of Australia, Australian Standards and Local Government legislation • Strong understanding of project management methodologies, WHS, risk management and EEO principles

	• High-level written and verbal communication, negotiation and stakeholder engagement skills • Ability to manage multiple complex programs within time, budget and quality constraints • Knowledge of ethical practice, multicultural diversity and inclusive workplace principles
Desirable (if applicable):	• Postgraduate qualifications in Project Management, Asset Management or Building Construction • Advanced project management professional practices • Financial and budget management expertise • Team development and leadership capability • Negotiation, mediation and conflict resolution skills • Business planning experience

Signature

By signing below, I understand the contents and expectations of this position description.

Name	Signature	Date

Capabilities for the position

The capability framework outlines the capabilities needed by everyone to work well and be effective in their position. They are expressed as behaviours to provide clarity and a common language to describing the skills and abilities to perform a position at Council.

Core Capabilities <i>Applicable to all positions</i>	Description
Developing Self	Seeks growth opportunities, embraces feedback, and enhances skills and knowledge.
Being Accountable	Takes ownership of actions, delivers on commitments, and ensures transparency and responsibility.
Acting with Integrity	Behaves ethically, upholds values, and acts in the best interest of the organisation and community.
Communicating Effectively	Expresses ideas clearly, listens actively, and tailors communication to the audience's needs.
Working Collaboratively	Works well with others, builds teamwork, and fosters a supportive environment.
Having Resilience	Bounces back from adversity, maintains positivity, and performs effectively under pressure.
Focus Capabilities <i>Most important to be effective in position</i>	Description
Commercial Nous/Acumen	The ability to apply business insight, strategic thinking, and practical solutions for competitive advantage.
Using Data for Decision Making	Collects, analyses, and interprets data to ensure evidence-based, accurate, and effective decision-making.
Influencing and Negotiating	Communicates persuasively, uses negotiation skills, builds consensus, and resolves conflicts constructively.
Thinking Innovatively and Creatively	Encourages new ideas, fosters innovation, and seeks opportunities for creative problem-solving and improvement.
Building Relationships	Establishes positive relationships, builds trust, and fosters partnerships to achieve common goals.
Delivering Outcomes	Sets ambitious goals, measures progress and adapts strategies to ensure effective achievement of objectives.
Focusing on the Community	Provides high-quality service, seeks feedback, and anticipates community needs.
Using Technology and Building Digital Literacy	Adopts technology, enhances productivity, stays updated on advancements, and promotes digital literacy.
People Management Capabilities <i>Required for leadership positions</i>	Description
Inspiring Direction and Purpose	Provides clear vision, motivates others, aligns team efforts with objectives, encourages and empowers achievement.
Managing People	Guides team members, provides feedback, recognises efforts, develops talent, and fosters an inclusive culture.
Managing Reform and Change	Drives organisational change, aligns with goals, engages stakeholders, monitors progress, and adjusts strategies.
Optimising Outcomes	Analyses processes, identifies improvements, implements strategies for efficiency, and uses data for informed decisions.
Practising Sustainability	Implements sustainable practices, balances economic, social, environmental factors, and advocates long-term sustainability goals.
Valuing Diversity and Inclusion	Promotes an inclusive environment, respects diverse perspectives, and advocates for equity and inclusion.