



POSITION DESCRIPTION

POSITION TITLE	Capital Program Advisor
UNIT	Finance & Resourcing
REPORTS TO	Executive Director
DIRECT REPORTS	Manager, Capital Programs

STATUS	<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Casual
TENURE	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Fixed Term 5 yrs <input type="checkbox"/> Regular Hours – No of Hours/Week: 38 <input checked="" type="checkbox"/> Varying Hours – No of Hours / Week: Up to 30 hours per week (Est)
CLASSIFICATION	PAO Level 4

WRITTEN BY	Position/s: Manager Capital Programs Person/s: Meg Macaulay
DATES	Date Written/Reviewed: 3/01/2023 Due for Next/Review: 3/01/2024
EFFECTIVE FROM	1/02/2023

POSITION DESCRIPTION

Capital Program Advisor

Organisational Environment

The Queensland Catholic Education Commission (QCEC) is a 16-member body established by the Catholic Archbishop of Brisbane and the Bishops of Cairns, Townsville, Rockhampton and Toowoomba (the Bishops of Queensland) to support and advance Catholic education in Queensland.

The role of QCEC is essentially strategic and a partnership with the five Diocesan and seventeen other Catholic school authorities that administer and manage schools across the state. QCEC is the peak body for Catholic education in Queensland and is the entity recognised by governments for the purpose of funding.

The Bishops of Queensland and those acting for public juridic persons (including Religious Institutes) which operate Catholic schools in Queensland have delegated the following authority and functions to QCEC:

1. Authority and prime responsibility for state-wide policy making, research, advocacy, reporting and negotiations concerning government funding, industrial relations and public relations on state-wide issues.
2. Authority and collaborative responsibility to work collaboratively, in policy-making and action, in areas in which other educational authorities have primary responsibility for such policy-making and action
3. Authority and responsibility on an 'ad hoc' basis through a consensus of the Commission, to provide services on request or be involved in projects as requested and on behalf of other educational authorities.

A number of committees have been established by the Commission to inform its decision making. The Commission is provided with operational support by a Secretariat of around forty staff who report via unit groups through to the Executive Director QCEC.

In accordance with its Mission Statement, QCEC Secretariat is constantly mindful of education in the wider mission of the Catholic Church and seeks that all employees support QCEC vision, mission and values.

Purpose of the Position

The position of Capital Program Advisor provides expertise to Manager Capital Programs in assisting the Queensland Catholic Education Commission to carry out delegations in accordance with its constitution and prioritised strategic objectives.

Operationally, the purpose of the position is to:

- Assist with the administration of the various government assistance programs for capital works in accordance with the governing legislation
- Assist with the grant assessment process ensuring it is carried out an efficient, fair and equitable way
- Document Management in accordance with QCEC requirements and government legislation

Key Responsibilities of the Position

Assist with the administration of the various government grants for capital works in accordance with the governing legislation

The tasks/ skills required to achieve this KPI are:

- Demonstrated experience in reviewing and assessing tender documents to ensure compliance with government approvals with a demonstrated experience in recommending a prospective successful tenderer to a manager
- To develop, maintain and manage relationships with school authorities to provide support and advice on the State and Commonwealth government's capital-related programs
- Oversee, review and assess claims for payment in accordance with agreed guidelines
- Demonstrated experience in preparing reports, requests for approval and briefing papers on various subjects
- Demonstrated skill in preparing contractual correspondence and review applicant correspondence and maintaining accurate and detailed records and files
- To provide a thorough and timely review of documents drafted by other parties identifying, evaluating and mitigating risk and to report upwards as required and as appropriate
- Well-developed experience in preparing capital program guidelines and associated documentation, including the demonstrated skill of analysing costings, pricing and financial scenarios and to make recommendations as appropriate and as required to be responsible for the accuracy, completeness, and consistency of these reports and documents to ensure the compliance with existing organisational protocols and expectations
- Demonstrated skill in analysing architectural drawings to ensure compliance with government approvals
- To provide authoritative and confident advice and support on contractual administration and tender procedures to school authorities
- To Identify, monitor; report on and assist in the mitigation of risk during the performance of the subcontract
- Ability to act proactively to identify opportunities and provide recommendations for cost reduction and process improvement
- Demonstrated skills in communicating with internal stakeholders to provide advice and support regarding internal governance practices whilst delivering effective and innovative solutions.

Key Performance Indicators

Outcomes

- The Manager, Capital Programs and the Chief Financial Officer are satisfied with the preparation; analysis, monitoring and reporting in relation to contract co-ordination with specific focus on capital grants.

- The school authorities are satisfied with the advice and support and reports provided.

Assist with the grant assessment process ensuring it is carried out an efficient, fair and equitable way

The tasks/ skills required to achieve this KPI are:

- To provide authoritative logistical and administrative support to the Commission and its subordinate committees through the Manager, Capital Programs.
- Undertake primary and secondary research into matters related to the administration of the Capital Assistance Programs and to report as required and as appropriate
- Using experience and well-developed skills in interpreting, evaluating and analysing data sets to formulate policy options for consideration.
- Co-ordinate, facilitate and participate in the development of systems to ensure the schemes of assistance are administered utilising 'best practice' in terms of financial management and accountability practices.
- Consult with and participate in team engagement that assists with the management of the operations of the Capital Assistance Programs by:
 - Co-ordinating and facilitating the development of grant recommendations on a cyclical basis for presentation to the State and Federal Education Ministers.
 - Monitoring the progress of projects in accordance with the approved arrangements and guidelines including the preparation of accountability returns required by the governing legislation.

Key Performance Indicators

Outcomes

- The Manager, Capital Programs and the Chief Financial Officer are satisfied with the level and quality of any research undertaken.
- The Manager, Capital Programs and the Chief Financial Officer have confidence in the reports, advice and general advice provided.

Reporting Arrangements

Overall reporting responsibility for the position is to the Executive Director. On a day-to-day basis the position reports to Manager, Capital Programs.

The position also entails important working relationships with:

- Other staff and external school authorities
- Government agencies
- Relevant consultants and third-party organisations with interests in the provision of buildings and particularly buildings for education purposes

Decision Making Authority

Policy	Interprets and applies policies, contributes to the development of new policies in a collaborative context for formal approval elsewhere
Operational	A professional who prioritises workloads of self within agreed standards and timeframes
Financial	Expenditure of funds subject to approved budgets and authority limits

Organisational Requirements

Commitment	Demonstrates consistent support for the vision, mission and values of QCEC, and contributes to an equitable, safe and healthy work environment free from discrimination, harassment and bullying.
Compliance	Complies with QCEC Secretariat policies, procedures and protocols as promulgated from time to time.

Key Qualifications, Experience, Skills, Attributes and Requirements

- Support for the vision, mission and values of QCEC
- A tertiary qualification in a property-related field such as Architecture, Construction/Contract Management or Quantity Surveying
- Knowledge and experience in contractual administration in complex capital asset environments
- Past and proven experience working on commercial projects
- Demonstrated skills in analysing costings, pricing and financial scenarios
- Demonstrated ability to liaise professionally at all times
- Strong computer literacy, including proficiency in Microsoft Office suite and software programs such as AutoCAD, Revit, etc.
- Strong analytical and detail-oriented skills
- The ability to write a detailed scope of works
- Intuitive ability to be able to identify and manage variations with good client relations
- Intimate knowledge of contractual obligations
- Solid financial analysis and dispute resolution skills
- Strong and positive team player mentality
- Commitment to participate in and contribute to building a positive and collaborative staff culture.
- Commitment to travel outside the South East Queensland region (including in-state and out-of-state) as required.