




POSITION DESCRIPTION

TITLE: PROJECTS OFFICER

LEVEL: BAND LEVEL 6

RESPONSIBLE TO: SENIOR PROJECTS OFFICER

Position Status:	Continuing Employment - Full Time	
Position Approved by:	 Rodney Jessup DIRECTOR INFRASTRUCTURE AND OPERATIONS	09/01/2025 Date:

POSITION OBJECTIVES:

The Projects Officer is responsible for assisting the Senior Projects Officer in the planning, development and management of infrastructure projects through various funding sources in accordance with Litchfield Council's strategic plan and policies.

KEY RESPONSIBILITIES:

- Provide a high level of technical support on project delivery activities for capital works across all of Council's infrastructure programs to ensure outcomes, timing, budget and other associated objectives are met in accordance with best practices.
- Assist in the establishment and maintenance of a 'forward infrastructure projects' program and other infrastructure projects to ensure outcomes, timing, budget and other associated objectives are met in accordance with best practices.
- Ensure that the work program and activities for each service area are appropriately project managed, monitored and progress reported so that they are carried out on time and within budget
- Prepare progress reports, external correspondence and other documentation related to allocated projects. Ensure all documentation is maintained and up-to-date and registered in Council's document management system.
- Assist in the preparation, lodgement and management of grant funding applications from external funding bodies for infrastructure projects.
- Support contract Management activities related to delivery of infrastructure projects and programs monitor pricing, competitiveness and performance
- Identify and create opportunities for new ideas and continuous improvement in operations to deliver measurable outcomes and improvements
- Ensure sustainable asset management of Council owned assets including roads, stormwater, property, waste and reserves assets
- Ensure Council works effectively with a broad range of stakeholders, including community, community organisations, other governments to maximise the benefit of Council's property assets
- Commitment to work, health and safety and effective organisation and public risk management and take all reasonable care in the performance of duties to prevent injury to self and others.

CLASSIFICATION CRITERIA

AUTHORITY AND ACCOUNTABILITY:

- Accountable for ensuring that works performed are in accordance with specifications, relevant legislation and Council policies
- Authority to direct and make day-to-day decisions regarding works performed by Council's contractors with delegation.
- Accountable for ensuring that a safe working environment exists at all times on all projects under the control of the civil works team
- Authorised to approve expenditure in accordance with relevant Council delegations and Project budget

JUDGEMENT AND PROBLEM SOLVING:

- Broad knowledge of processes, materials and testing associated with infrastructure construction projects
- Capacity to apply technical knowledge to achieve satisfactory engineering design solutions or alternatives that meet relevant guidelines and / or Australian Standards
- Ability to assess, examine and recommend alternative solutions to technical problems
- More complex technical and management advice is available from the Director Infrastructure and Operations

SPECIALIST KNOWLEDGE AND SKILLS:

- Significant experience in project management and supervising Civil Engineering projects
- Demonstrated experience in all facets of contract management
- High Level Microsoft Office skills including MS Project
- Ability to provide quality customer service and commitment to same
- Ability to work as part of a team to meet customer expectations and strategic direction of Council

MANAGEMENT SKILLS:

- Strong organisational skills including time and project management skills
- Ability to establish daily individual and project objectives, priorities and task requirements
- Ability to assist in achieving agreed productivity, timing and budgetary targets.
- Ability to coordinate and undertake a number of different concurrent activities.
- Ability to solve problems in the field.
- Ability to implement WHS procedures and policies.
- Self motivated with a continuous improvement attitude.

INTERPERSONAL SKILLS:

- Ability to communicate effectively with people at all levels
- Liaison with representatives of government, statutory and referral organisations to resolve issues and develop agreed outcomes
- Ability to communicate orally and in writing to a wide range of people, including the preparation of high quality reports, minutes and briefings
- Well developed communication and the ability to positively resolve issue with contractors, suppliers, other specialists and others as directed.

ORGANISATIONAL RELATIONSHIPS:

- Work with Infrastructure business support team
- Work with the Asset Management team

QUALIFICATIONS AND EXPERIENCE:

- Project and Contract planning and management
- Experience with civil engineering projects or large infrastructure projects
- Comprehensive knowledge of Australian road construction standards and maintenance
- Understanding of NT Subdivision and development guidelines (desirable)

KEY SELECTION CRITERIA:

- A minimum Diploma in Engineering, Projects Management or broad range of experience with project and construction management, or knowledge and skills acquired through the completion of a degree
- Comprehensive knowledge of Australian road construction standards and maintenance
- Understanding of NT Subdivision and development guidelines (desirable)
- Demonstrated experience in the interpretation of legislative regulations and procedural guidelines.
- Demonstrated skills in project and contract management to achieve desired outcomes within time and resource constraints to a high quality
- Demonstrated knowledge and experience in construction principles and practices
- Well-developed organisational and time management skills, with the ability to work under strict deadlines and high-pressure environments while maintaining a high attention to detail
- Excellent written and verbal communication skills, particularly the ability to draft correspondence and reports.
- Demonstrated ability to maintain and process information regarding complex contracts, agreements and project plans.
- Extensive experience in a similar leadership role with local government experience an advantage
- High level of computer literacy (Microsoft office suite including MS Project, AUTOCAD)
- Demonstrated sound knowledge of Work, Health and Safety practices and principles
- Undertake Pre-Employment Medical and completion of a Criminal History Check.
- Current Northern Territory C Class Driver’s License

CHANGES TO JOB DESCRIPTION:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of Council’s work environment– including technological requirements or statutory changes.

Approved: (Manager/Supervisor) Date:

Employee: Date: