

POSITION DESCRIPTION

Project Manager

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|-----------------------------|----------------------------|
| Position | Project Manager |
| Classification Level | Common Law |
| Location | Darwin |
| Reports to | Technical Services Manager |

ORGANISATION

Located within the Top End of the Northern Territory, the West Daly Regional Council (WDRC) covers 14,000 square kilometres and has a population of more than 3700 residents throughout the communities of Wadeye, Palumpa and Peppimenarti as well as the surrounding 33 homelands, a number of which are serviced by Council. Wadeye is the largest remote community and the fifth largest town in the Northern Territory.

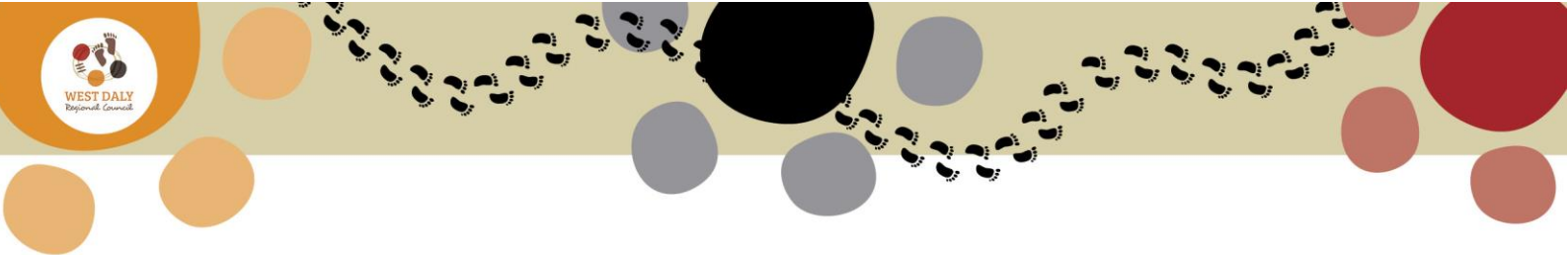
A young and vibrant Regional Council, our vision is to deliver quality services and support development opportunities, including local jobs for local people, along with implementing a range of strategies that will help shape a prosperous and sustainable future for the region.

The council's long-term goals are to:

- Provide good governance, leadership and advocacy
- Provide local employment and strong regional economy
- Provide high quality services within financial resources available
- Maintain and develop council's assets, natural resources and country
- Ensure Strong, safe and healthy communities that respect culture, heritage and change

ATTRIBUTES

- Service** Work performed is of the highest quality, innovative and solutions focused.
- Ethical** Applies the highest standards of integrity and ethical conduct.
- Attitude** Demonstrates a positive approach, appropriate behaviors and teamwork.
- Discretion** Makes appropriate decisions, sound judgements and communicates effectively.
- Safe** Work practices performed apply and promote Work Health Safety standards.



POSITION

This position will plan, execute and finalise projects according to strict deadlines, within budget and in accordance with Council's plans. This includes acquiring resources and coordinating the efforts of internal project teams and external contractors, formulating tender and quotation requests, project design, awarding of contracts, work monitoring and sign-off on completed works. The Project Manager will also define the project's objectives and oversee quality control throughout the project.

Manage projects in line with Council's business and strategic plans by delivering high quality, best value outcomes for the Council and its residents.

ROLE RELATIONSHIPS

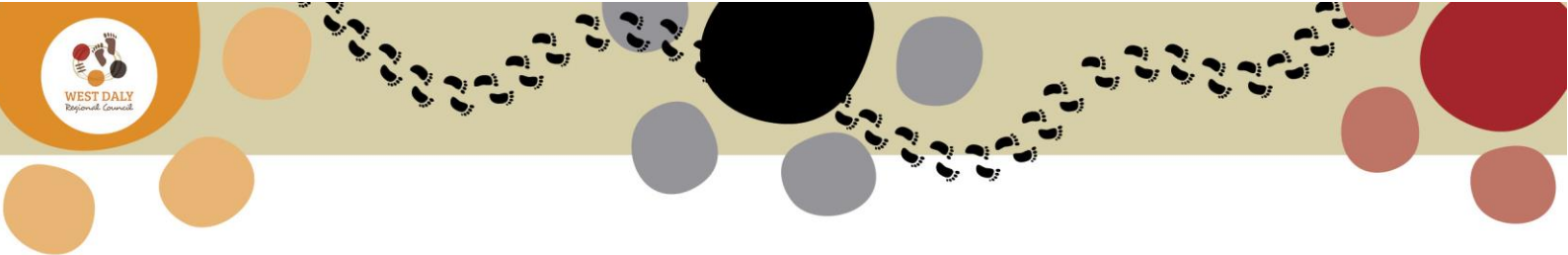
| Internal | External |
|------------------------------|---|
| Chief Executive Officer | External Agencies and Service Providers |
| Chief Operations Officer | Commonwealth Government |
| Technical Services Manager | Northern Territory Government |
| Strategic Grants Coordinator | Community Organisations |
| Finance Department | External Contractors |

DUTIES

Primary Tasks

Service Delivery, Planning and Monitoring

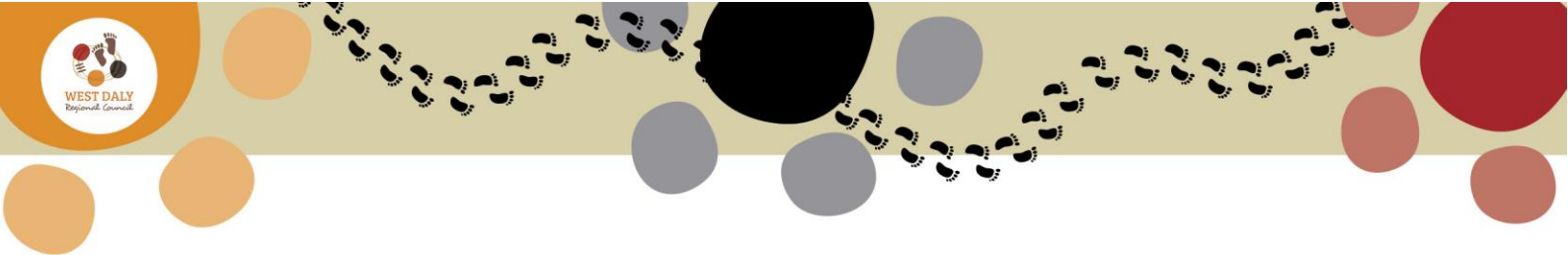
- Assist the Technical Services Manager to ensure that Council's projects are successfully completed within budget, on time and in accordance with contractual obligations.
- Develop and implement project and contract delivery strategies and project specific plans, and ensure project plans and contracts are developed and approved for each project with clear project scope and goals.
- Ensure resource and budget plans are developed for each assigned project and deliver projects in accordance with Council's business and strategic plans.
- Conduct regular site meetings to ensure that all projects meet performance quality, safety and environmental objectives.
- Maintain controlled document registers for assigned projects.
- Ensure that relevant contracts achieve optimum value and are entered into according to Council's policy and procedures.



- Manage all assigned contracts in a professional manner to promote long term relationships with key stakeholders.
- Plan, monitor, control and report against multiple project timelines and milestones.
- Manage the design and project management teams. Ensure that plans and designs, including potentially drafting plans, are clearly defined and agreed to for each project and delivered on time.
- Manage the procurement of materials and services in accordance with Local Government procedures and legislative requirements, ensuring that Council gain full value for money from all consultants and contractors (internal and external) engaged in relation to infrastructure projects.
- Develop and coordinate tender and quotation requisition documentation, evaluation and contract award process for each project.
- Review and approve materials and contractor invoices prior to payment.
- Monitor expenditure against budgets and make recommendations for reviews. Ensure project budgets are developed, approved and adhered to for each phase of the project.
- Liaise with the Finance Department to monitor outstanding income and expenditure. Where required, assist with issues which may affect release of payment.

Organisational Sustainability

- Engage and manage design consultants to ensure that designs meet Council's requirements.
- Ensure scope of works is clearly and accurately defined in tender and contract documentation.
- Ensure that tender and contract documents are complied with for each project.
- Ensure that Local Government procurement procedures and policies are complied with for each project.
- Identify opportunities for potential grant funding in collaboration with the Strategic Grants Coordinator.
- Key stakeholders for this position are Council and the Local Authorities. Attendance at Local Authority meetings in communities where projects are occurring is required.
- Manage the relationship with other organisations, statutory authorities or government departments which have a significant stake in the results of the project.
- Network with government agencies and external contractors to capitalise on contract opportunities which fall within the scope of Council's operational and strategic plans.
- Liaise with the Operational and Frontline Leadership Teams to obtain alternative perspectives on the performance of contractors and field workers.
- Carry out complex negotiations with external parties, mediating between the conflicting interests of different stakeholders, and influencing and persuading a wide range of people in order to overcome obstacles and deliver projects.
- Negotiate with other department heads to utilise existing field staff when required. This ensures projects share the limited resources that are available.
- Ensure project teams have clearly assigned roles and responsibilities.



RESPONSIBILITY/ACCOUNTABILITY

Teamwork

- Develop a team approach to problem solving and encourage innovative practice.
- Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and WDRC personnel.
- Support a collaborative culture with internal and external stakeholders and motivate team members by inculcating a dynamic working environment that nurtures innovation.

Work Health & Safety

- Within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.
- Contribute to organisational continuous quality improvement and internal reporting to the WHS and Risk Officer.
- Take reasonable care to protect the health and safety of staff and others.
- Actively participate in safety improvement activities.

General

- Comply with the WDRC 'Code of Conduct' and all other policies and procedures adopted by WDRC as varied from time to time.
- Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
- Other duties, consistent with skills and experience, as directed by the Technical Services Manager.

SELECTION CRITERIA

Essential Qualifications & Experience

- Bachelor's Degree in Engineering / Project Management / Business Management / Construction Management or similar discipline, with a minimum of three (3) years of work experience in building-related, project and construction management.
- Demonstrated experience in managing complex infrastructure projects, management of contracts, budgets and contractors.
- Demonstrated experience in interpreting legislation, standards and policies to ensure that work is performed according to directives issued by clients and accordance with any legislative requirements.



- Be an Australian Resident or provide the current, relevant Visa to work within Australia.
- Current Northern Territory "C" Class Drivers Licence with manual driving capacity.
- National Criminal History Check clearance.
- Current Working with Children/Ochre Card.

Knowledge, Skills & Abilities

- Strong interpersonal and stakeholder management skills with the ability to communicate and interact with stakeholders, suppliers, clients and the general public in a courteous manner.
- Advanced computer skills with demonstrated experience using Microsoft Projects.
- Solid planning and organisational skills with demonstrated ability to stick to time constraints and work under high pressure environments while maintain high level attention to details.
- Demonstrated commitment and ability to work collaboratively within a team.
- Demonstrated experience in delivery of capital projects within Local / State / Territory Government

APPROVAL

A handwritten signature in black ink, appearing to be "M. Eastham", written over a horizontal line.

Matthew Eastham
Chief Executive Officer

Dated: 4/5/23

Created

APRIL 2023