



POSITION DESCRIPTION

PROJECT MANAGER (COMMUNITY INITIATIVES)

Position	Project Manager (Community Initiatives)
Employment	Permanent, Full Time
Location	Darwin
Reports to	Chief Performance & Capability Officer

ORGANISATION

Located within the Top End of the Northern Territory, the West Daly Regional Council (Council) covers 14,000 square kilometres and has a population of more than 3700 residents throughout the communities of Wadeye, Nganmariyanga and Peppimenarti as well as the surrounding 33 homelands, 14 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

The Project Manager (Community Initiatives) is responsible for the planning and execution of Council's community-based projects within the West Daly Region.



ROLE RELATIONSHIPS

Internal	External
CEO	NT Government
Chief Performance & Capability Officer	Australian Government
Executive Leadership Team	Community Members
EA to CEO	Community Organisations
Administration Coordinator	
Community Service Managers	
People, Performance & Capability Team	
Community Night Patrol Team	

DUTIES

Primary Tasks

- Manage projects as determined by the CEO and Executive Leadership Team
- Planning, conceptual review, estimating and programming of infrastructure projects;
- Develop contract documentation and administration for various maintenance and capital projects;
- Manage tender processes in accordance with Government requirements, Council's policies, Australian Standards and best industry practices;
- Provide regular reports and updates to the Executive Leadership Team on the status of projects;
- Manage various projects from conceptual design to completion within budget to the required quality and time schedule;
- Provision of specialist technical advice to the Executive Leadership Team Community Services Managers, including review of concept and detail designs, development of cost estimates, schedules, project plans, liaising with external and internal project stakeholders;
- Undertake project feasibility studies and risk management strategies related to new infrastructure projects;
- Ensure tasks are performed and achieved in accordance with legislative and regulatory requirements, Council policies and procedures;
- Ensure compliance with appropriate industry standards and industry best practices;
- Work constructively within Community to consult with the Indigenous people to identify meaningful value add programs and initiatives;
- Develop and strengthen relationships within the Community by consulting in a collaborative and cohesive manner;
- Develop, in conjunction with all areas of the Council and community, proposals for projects that will enhance the lives of peoples throughout the West Daly Region;
- Collaborate with and communicate effectively with Community Services Managers within each Community;
- Work with the Chief Financial Officer and Grants Coordinator to administer grants funding and ensure timely acquittals;
- As required, represent the Council's committees and groups within the West Daly Region; and
- Other duties commensurate with skills and experience, as directed by the Chief Performance & Capability Officer.



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 Council 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.
- Take reasonable care to protect the health and safety of staff and others.
- Actively participate in safety improvement activities.

General

- Comply with the Council 'Code of Conduct' and all other policies and procedures adopted by Council 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 Chief Performance & Capability Officer.

SELECTION CRITERIA

Essential Qualifications & Experience

- Diploma in Project Management and/or equivalent relevant experience.
- Demonstrated experience:
 - working with Aboriginal and Torres Strait Islander people;
 - working in remote communities in a service delivery role;
 - in project management; and
 - in the development of proposals and potential projects that require grant funding.
- Change Management qualifications and/or experience.
- Current Northern Territory Driver's Licence.
- National Criminal History Check clearance.
- Current Working with children/Ochre Card.



SELECTION CRITERIA (cont)

Knowledge, Skills & Abilities

- Capability to assess and manage risk, problem solve and negotiate successful outcomes in challenging environments.
- High level leadership, strategic planning, and program/project management skills.
- A proven ability to build relationships and strategic partnerships with peers, government, the Community and Community partners.
- Exceptional interpersonal, communication and organisational skills, with the ability to work effectively and sensitively with a broad range of people from diverse backgrounds, cultures, and experiences
- Ability to work in a remote location.

APPROVAL

Matthew Eastham

Matthew Eastham
Chief Executive Officer

Dated: 5th August 2021

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