



POSITION DESCRIPTION

PROJECT OFFICER

Position	Project Officer
Classification Level	Casual - Level 7
Location	Remote
Reports to	Chief Executive 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, Nganmarriyanga and Peppimenarti as well as the surrounding 33 homelands, fourteen (14) of the Council's communities 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.

POSITION

Health Safety standards.

This position will provide project support that contributes to the successful delivery of West Daly Regional Council community initiatives.



ROLE RELATIONSHIPS

Internal	External
Chief Executive Officer	Government and non-government representatives
Executive Leadership Team	Community members and stakeholders
EA to CEO & Mayor	Consultants
Community Service Managers	
Grants Coordinator	
Manager Community Engagement & Projects (Major)	

DUTIES

Primary Tasks

- Provide project support and assistance in accordance with best practice project management methodology.
- Provide timely and efficient coordination and dissemination of project material and project support by undertaking administrative project tasks such as managing and maintaining project briefs, project scheduling, action logs, budgets, and performance monitoring of projects.
- Assist the Executive Leadership Team with stakeholder management and communications, including status reporting, meeting minutes and other project documentation to various stakeholders.
- Ensure all internal/external enquiries are dealt in a timely, concise and accurate manner.
- Provide high level project administrative, coordination and monitoring of assigned projects as determined by the Executive Leadership Team.
- Assist with the preparation of responses to requests for information and drafting of project plans.
- Manage, coordinate, and monitor special projects and regularly report on the progress stages of these projects.
- Liaise with managers and other staff and where appropriate assist with completion of special projects and oversee the collection of information from various internal and external sources.
- Undertake research on Council related issues and prepare reports and recommendations.
- Undertake various ad hoc projects on behalf of the CEO as required from time to time.
- Additional duties commensurate with skills and experience as directed.

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

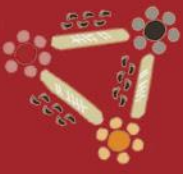
General

- 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 Chief Executive Officer.

SELECTION CRITERIA

Essential Qualifications & Experience

- Tertiary qualifications in business administration or relevant work-related experience in a similar role.
- High level administrative experience in particular project management and financial controls.
- Highly developed communication and interpersonal skills with demonstrable experience communicating with a range of internal and external key stakeholders.
- Demonstrated high level analytical thinking and problem-solving skill, drive and initiative, including ability to initiate and respond effectively to and solve complex issues.
- Ability to formulate effective solutions whilst providing exceptional customer service.
- Demonstrated high level computer skills and conversant with the Microsoft Office suite of products.
- Proven ability to develop and maintain effective workplace relationships.



Knowledge, Skills & Abilities

- Knowledge and ability to coordinate and monitor special projects including controlling of resources and budgets.
- Proven ability to resolve problems and identify appropriate solutions using sound research, analytical and conceptual skills.
- Well-developed interpersonal skills, with the ability to persuade, negotiation, influence and consult with a diverse range of employees and stakeholders.
- High level report writing skills with the ability to effectively communicate both verbally and in writing.
- Exceptional verbal and written communication skills with a high level of attention to detail.
- Highly proficient computer skills including experience in the Microsoft suite, internet, and e-mail.
- Ability to work autonomously and as a team member.
- Ability to use initiative and judgement combined with excellent problem-solving skills.

APPROVAL

Matthew Eastham

Matthew Eastham
Chief Executive Officer

Dated: 12th July 2021

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