

Position description

Title:	Project Support Officer	Position Number	4119
Classification:	Level 4 – Level 5		
Hub:	Corporate Services	Program Area:	Program Management
Reports to:	Senior Project Officer		
Direct Reports:	Nil.		

Our vision and mission

Darwin 2030 – City for People. City of Colour.

We will work with the community and partners, provide leadership and deliver services that create opportunities to enhance the economic, cultural and environmental sustainability of Darwin.

Our strategic directions

- A capital city with best practice and sustainable infrastructure
- A safe, livable and healthy city
- A cool, clean and green city
- A smart and prosperous city
- A vibrant and creative city

Organisation operating model

City of Darwin's organisational operating model is an agile high -performance operating model based on supporting collaboration, improving speed of delivery of strategic outcomes, and growing innovation. The model consists of four operating hubs, the Office of the Lord Mayor and CEO, Community, Corporate and Innovation, and incorporates:

- an agile organisational structure,
- high-performance culture,
- enterprise leadership,
- psychological safe working environment, and
- high collaboration and communication.



Position objective

This position is responsible for the timely delivery of designated projects and programs within City of Darwin's capital works program and to provide technical advice on construction pertaining to capital works projects. The position is required to maintain sound and productive relationships with key stakeholders (internal and external) to ensure scheduled works are communicated effectively, delivered on time and in a harmonious and efficient manner.

Key result areas

Corporate identity

- Promote and embody City of Darwin's Vision and Mission.
- Promote and embody City of Darwin's staff values, CARES (Customer Service, Accountability, Respect, Excellence and Solidarity).
- Act in accordance with and abide by the City of Darwin's Code of Conduct.



Service delivery

- Ensure satisfactory delivery of identified projects and programs from City of Darwin's capital works program and that projects are completed in accordance with timelines, approved budget, the design and to the standard required.
- Provide advice regarding construction and technical issues pertaining to capital works projects and across Council.
- As required conduct community consultation, including responding to feedback and providing information on construction projects.
- Liaise at a technical level with Supervisors, Engineers, Contractors and Consultants.
- Liaise and negotiate with service authorities, government and external departments.
- Ensure regular completion of corporate documentation pursuant to projects is undertaken in a timely manner.
- Ensure all works are delivered pursuant to relevant safety and regulatory systems.
- Regularly interpret legislation, regulations and other agreements relating to WHS.
- Ensure all City of Darwin's policies and procedures are adhered to.
- Participate and assist in tender preparation, assessment and selection.
- Undertake procurement of capital works in accordance with Accounting Regulations under the Local Government Act.

Team support (people and capability)

- Work professionally, cooperatively and respectfully with other team members to accomplish joint tasks and build positive working relationships.
- Actively coordinate, lead and participate in team meetings and other relevant forums, events or organisational meetings as required.



- Lead by example and maintain team compliance with all Human Resources policies, procedures and practices to ensure appropriate, fair and equitable people management is maintained at all times including, but not limited to:
 - Authorise fortnightly timesheets and relevant leave applications for direct reports.
 - Effectively manage employee relations issues in conjunction with Senior Management and Human Resources
 - Undertake recruitment activities and onboarding activities, such as providing a thorough departmental induction, as required.
- Proactively engage in performance management processes (ie. probation reviews and annual performance appraisals) as required.
- Undertake any other duties within the skill and scope of the position or your skill set, as directed.

Workplace health and safety

- Lead by example and maintain section compliance with all Workplace Health and Safety policies, procedures and practices to ensure City Of Darwin's duty of care and legislative obligations are maintained at all times including, but not limited to:-
 - Report all incidents, near misses and hazards immediately.
 - Investigate all accidents/incidents and ensure that adequate control measures are implemented to prevent reoccurrence.
 - Supervise and assist the WHS team in the return to work process for all injured employees.
- Ensure your personal health and safety and that of others in the workplace, and report all accidents, incidents and hazards immediately via WHS systems
- Comply with City of Darwin's Workplace Health and Safety (WHS) policies and procedures and WH&S Management System

Position prerequisites

Level 4

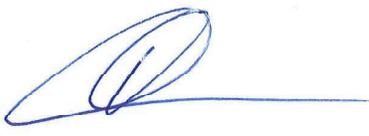
- Certificate IV in Civil Construction / Certificate IV in Project Management
- Two (2) years relevant experience
- NT White Card (current)
- NT Class C Driver's Licence

Level 5

- Diploma in Civil Construction / Diploma in Project management
- Two (2) years relevant experience
- NT White Card (current)
- NT Class C Driver's Licence





APPROVED BY: 

Executive Manager Infrastructure

Date: 3/12/2024

Employee Acknowledgement

I, _____ have read and understood the requirements of the role; responsibilities and accountabilities as outlined within this Position Description. I understand that I am also responsible for complying with Council's policies & procedures as they relate to my position.

Signed: _____ Date _____

