

Position description

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|------------------------|-----------------------------------|------------------------|----------------|
| Title: | Project Officer | Position Number | 4017 |
| Classification: | Level 5 – Level 6 | | |
| Hub: | Corporate | Program Area: | Infrastructure |
| Reports to: | Senior Coordinator Infrastructure | | |
| 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



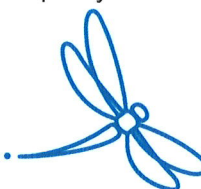
- Promote and embody City of Darwin's Vision and Mission.
- Promote and embody City of Darwin's staff values, CARES (Customer Service, Accountability, Respect, Excellence and Solidarity).
- Act in accordance with and abide by the City of Darwin's Code of Conduct.

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.
- Ensure the maintenance of Council's image as competent, courteous and efficient.
- Regularly interpret legislation, regulations and other agreements relating to WH&S.
- Ensure all Council policies and procedures are adhered to.
- Participate and assist in tender preparation, assessment and selection.
- Undertake procurement of capital works program in accordance with Accounting Regulations under the Local Government Act.
- The incumbent of this position is an Authorised Officer under sections of the Local Government Act and relevant By-laws and Regulations.

Team support (people and capability)

- Work professionally, cooperatively and respectfully with other team members to accomplish joint tasks and build positive working relationships.
- Be flexible and adaptable to working in various work locations throughout the municipality as needed to perform the role effectively.



- Undertake any other duties within the skill and scope of the position or your skill set, as directed.
- Actively participate and contribute to team meetings and other relevant forums, events or organisational meetings as required.
- Proactively engage in performance management processes (ie. probation reviews and annual performance appraisals) as required.

Workplace health and safety

- 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 all CoD Workplace Health and Safety (WHS) policies, procedures, guidance and other-directed requirements.
- Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety purposes.
- Report all accidents, incidents, near misses and hazards immediately.

Position prerequisites

Level 5

- Diploma of Civil Construction/ Diploma of Project Management and/or equivalent experience
- OHS White Card (current)
- Driver's Licence Class C

Level 6

- Diploma of Civil Construction/ Diploma of Project Management
- 5 years relevant experience
- OHS White Card (current)
- Driver's Licence Class C

APPROVED BY: _____



Date: _____

13/05/2025

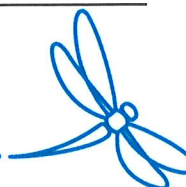
Executive Manager Infrastructure

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: _____



For recruitment purposes only

Essential experience, skills, and qualifications:

- Meets the position prerequisites
- Demonstrated experience in project delivery including procurement, financial control, negotiations, public relations, supervision and management of contractors, and adherence to timelines.
- Demonstrated experience in the application of relevant Civil Construction Standards and Guidelines
- Demonstrated understanding in civil design and experience in the interpretation of technical drawings.
- Demonstrated knowledge of construction methods, techniques and materials and the practical applications and limitations of plant and equipment used in construction.
- Demonstrated experience in Contract Management including program scheduling, the function of bank guarantees, liquidated damages and variations for lump sum and schedule of rates contracts.
- Demonstrated experience in dealing with communication and public relations within a project delivery context.

Desirable experience, skills, and qualifications:

- Advanced Diploma/Degree in Civil Engineering or related field

