

Position description

Title:	Project Officer – Civil	Position Number	4094
Classification:	Level 5		
Hub:	Community	Program Area:	Civil Infrastructure
Reports to:	(Senior) Coordinator Civil 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.

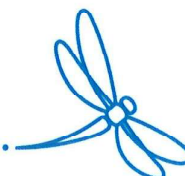
Our strategic directions

- 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 provision of high-level technical support to the Civil Infrastructure team by contributing to the planning, programming and management of Council assets and overseeing and undertaking Civil Infrastructure projects. This position is also required to maintain sound and productive relationships with all key stakeholders (internal and external) to ensure scheduled works are communicated effectively, delivered on time and in an efficient manner.

Key result areas

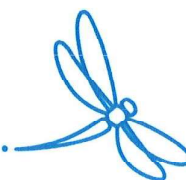
Corporate identity

- 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

- Actively participate in the planning and delivery of civil infrastructure projects and programs, utilising best project management practices to meet City of Darwin's programs and schedules.
- Maintain oversight and delivery of the Mosquito Management Program and any other funded programs
- Prepare, manage, and monitor project budgets associated with Civil Infrastructure works allocated to your portfolio.
- Prepare technical reports, project status reports, and Council reports as required in conjunction with the Senior Coordinator Civil Infrastructure.
- Participate and assist in tender preparation, assessment and selection
- Develop best practice, quality assurance, and benchmarking of service delivery for assigned projects, including the mosquito management program.
- Coordinate internal and external stakeholder engagement to ensure sound communication between parties and project objective and deadlines are met.
- Procure resources and services as required, in-line with Council's procurement policies.
- Effectively manage contractors to complete project works within time, cost, and quality parameters.
- Work cooperatively with other Council employees to complete project delivery using Council's internal workforce.
- Attend site inspections and keep accurate records.
- Report project information as required by stakeholders including Council's Assets team.
- Ensure regular completion of corporate documentation pursuant to projects is undertaken in a timely manner.
- Provide a range of technical support services to internal teams as required.



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.
- 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

- 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

- Diploma in Civil Engineering / Project Management or equivalent qualification and/or
- Minimum three (3) years' experience in civil engineering / project management or similar role
- Possession NT Class C Licence
- Possession of a General Construction Industry - White Card

APPROVED BY: 
Executive Manager Operations

Date: 9/7/25

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: _____

