

Project Officer

Position Description



Position number 505102 & 505103

Directorate Council Services

Immediate Supervisor Manager Housing, Facilities & Project Management Office

Supervising Positions(s) Nil

Level TT5

Position Approval

Director Council Services

02/072026

Review and Approval Date

Position Objective

The Project Officer will support the Manager Housing, Facilities & Project Management Office in delivering a range of projects across MacDonnell Regional Council's (MRC) 13 remote Indigenous communities. They will ensure that projects are delivered on to the required scope and timeframe, within budget, and aligned with MRC's strategic objectives.

Key Duties and Responsibilities

- In collaboration with the Manager Housing, Facilities & Project Management Office, coordinate the completion and delivery of assigned projects, ensuring that they meet the project scope, timeframes, and budgets.
- Prepare the required supporting documentation to handover completed projects to the relevant owners or agencies/departments.
- Facilitate communication and positive working relationships between the PMO, internal departments, external stakeholders, including Local Authorities and community representatives to ensure project alignment with community priorities.
- Assist in the development and implementation of project management tools, processes, and templates, adapting them to meet the unique needs of remote communities and requirements of MRC
- Prepare regular briefings and reports for project milestone or status updates, presenting risks and issues and project expenditure updates.
- Collaborate with the PMO team to ensure that project governance, compliance, and risk management frameworks are adhered to.
- Assist with the financial management of projects, including tracking expenditures and reporting on budget performance.
- Provide mentorship and guidance across MRC to educate and endorse the PMO fundamentals and operational approaches.
- Assist in the development of project evaluation processes, the documentation of project interruptions/faults and remedial actions and crafting operational procedures to be applied to future projects.
- Promote continuous improvement initiatives within the PMO to enhance efficiency and project delivery outcomes.
- Undertake any other duties as required by the Manager PMO, consistent with the role's level and responsibility.

Skills and Attributes

- Demonstrated high level of interpersonal, collaborative and facilitative skills with proven abilities to communicate, negotiate, investigate and consult at appropriate levels with staff, community, government and private sectors.
- Cultural competence with the ability to engage with and respect the traditions, knowledge, and perspectives of remote Indigenous communities.
- Project management knowledge and experience managing projects remotely.

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Role Requirements

Essential

- Diploma level qualification in project management, or a certification in a related technical field or equivalent relevant extensive skills and experience.
- Demonstrated experience in coordinating projects, preparing project reports documenting progress, risks and milestones ideally within a remote or regional context.
- Highly developed written communication skills for the public sector, with the ability to write for purpose and in the context of varied audiences.
- Sound working knowledge of project management tools and methodologies.
- A deep understanding of the cultural, social, and political landscape of remote Indigenous communities, with a demonstrated commitment to cultural respect and sensitivity to effectively engage with Indigenous communities and Local Authority groups.
- Excellent organisational and time management skills with the ability to meet deadlines and manage multiple tasks in a fast-paced environment.
- Strong problem-solving skills with the ability to adapt to evolving project challenges.
- Current Drivers Licence
- Ability to obtain and maintain NT Working with Children (Ochre) Card.
- Satisfactory completion of a Criminal History Check.

Desirable

- Experience driving on unsealed roads
- Experience working within a local government or regional council context, particularly in remote or rural settings.
- Experience with NT Local Government procurement processes
- Understanding of project management tools such as Project Management Body of Knowledge (PMBOK) or Projects IN Controlled Environments (PRINCE2).

Travel Requirements

This position is based in Alice Springs and may require travel to remote communities – including overnight stays – in the MacDonnell Regional Council area of service.

Physical Requirements

The role requires the following physical aspects:

- Sitting and/or standing for extended periods
- Working indoors in an office environment
- Manual handling of objects below 10Kg
- Travel in light aircraft or by 4WD vehicle on unsealed roads for lengthy periods

Employee Declaration

I have read and fully understood the position requirements as outlined in this document.

Signature

Date

Position Reporting Structure

