

## POSITION DESCRIPTION AND SELECTION CRITERIA

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| <b>Position Title</b> | Infrastructure Projects Manager                          |
| <b>Reporting To</b>   | Director Infrastructure & Assets                         |
| <b>Classification</b> | Full-time, Permanent                                     |
| <b>Level</b>          | Level 9  |
| <b>Location</b>       | Alice Springs with travel to other locations as required |

### ***OBJECTIVES OF THE POSITION:***

Operating under the direction of the Director Infrastructure and Assets, this position will manage the planning and delivery of Infrastructure Projects for Council including development and use of excellent project management systems.

### ***DUTIES AND RESPONSIBILITIES:***

#### STRATEGIC PLANS AND REGISTERS

- Maintain a Capital Projects Register, updated regularly, showing relevant projects, status, budgets and milestone dates.
- Participate in strategic planning for Infrastructure future developments
- Assist other Directorates with strategic planning for capital works as directed

#### PROJECT MANAGEMENT TEMPLATES

- Complete the development of Council's Project Management templates for use by own team and relevant Council staff including non-specialists. Includes consultation with and testing by relevant Council staff.
- Use Project Management templates for all Capital Projects.
- Provide relevant training and written Operational Procedures to Council staff on how to effectively use the Project Management templates.
- Conduct annual review and upgrade of Project Management templates

#### ON-GROUND PROJECTS

- Ensure infrastructure projects delivered to high quality industry standard. Ensure delivery within budget constraints and timely reporting and acquittal.
- Ensure Council is compliant with legislation and regulations within the scope of the position.
- Ensure safe work practices and other WHS requirements are met for all projects.

#### CONTRACTOR MANAGEMENT

- Where Contractors or Consultants used, manage their engagement and onsite performance including scope development, tendering, contract management, project management, quality control and project close-out.
- Oversee contractor compliance with all WH&S and environmental programs and procedures within position scope.

#### GRANT MANAGEMENT

- Assist the development and submission of grant applications by Council for relevant Capital projects.
- For projects assigned to the Capital Projects team, undertake the management, delivery, reporting and financial acquittal of those projects/grants.

#### STAFF & STAKEHOLDER RELATIONSHIPS

- Manage and effectively supervise subordinate staff (if any), including monitoring performance, encouraging development and continuous improvement and maintenance of formal work plans.
- Develop and maintain positive and successful relationships with relevant stakeholders including fellow Council staff members, grant providers, community members and their representatives, local Councillors, Local Authorities, other Council programs, government representatives, Central Land Council, external agencies, professional bodies and other relevant stakeholders.
- Action all internal and external operational requests appropriately and provide technical and engineering advice to other staff and Directorates as necessary
- Provide excellent customer service to both internal and external customers

#### COUNCIL FINANCE AND ADMINISTRATION

- Ensure compliance with Council's record management systems in InfoXpert, including upload of all relevant files and emails.
- Prepare information and compile reports as requested.
- Ensure all procedures, processes and behaviours complies with the Council's Code of Conduct, EEO and Anti-discrimination principles

#### OTHER DUTIES

- Other relevant duties as directed by the Director Infrastructure.

## **KEY SELECTION CRITERIA:**

### **Essential:**

#### **1. Technical Requirements**

- Diploma in Project Management or relevant equivalent from an Australian University or a recognised overseas equivalent ,
- Demonstrated experience in a similar role, (2-5 years), using best practice,
- Experience in delivery of roads construction/rehabilitation programs, building construction/rehabilitation programs and/or essential service development programs
- Demonstrated ability to use MS Word, Excel, Outlook, Project and Access and to operate job related software e.g. Civilcad, Autocad, Mapinfo etc ,
- Class C Drivers Licence,
- WH&S Construction Induction (White)Card or willingness to get one,

#### **2. Other Requirements**

- Proven and demonstrable ability to manage the key responsibilities for this position,
- Thorough, systematic approach to project management following established procedures
- Ability to develop productive working and interpersonal relationships, including team, negotiation and conflict handling skills
- Well developed oral, written and interpersonal communication skills
- Demonstrated effective staff management
- Willingness to be accountable and operate in a transparent fashion.
- Demonstrated ability to develop and maintain high level working relationships with managers, co-workers, government, industry and community stakeholders;
- Knowledge of risk management and the principles of work health and safety and ability to promote them in the workplace
- An awareness of issues affecting Aboriginal people in remote locations and ability to operate effectively in a cross-cultural environment;
- Willingness to travel to a range of service delivery centres
- Agreement to an NT Police Criminal History check

### **Desirable:**

- Previous experience in Local Government.
- Completion of relevant training courses and Certificates.

People of Aboriginal and Torres Strait Islander descent are strongly encouraged to apply.

Applications will not normally be acknowledged on receipt. Only short listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short listed, we extend our thanks for considering Central Desert Regional Council as a potential employer.

Prior to appointment the successful applicant will need to provide a police clearance certificate and evidence of their eligibility to work in Australia.

**VISION – TWO WAYS, ONE OUTCOME**

***(Indigenous and non-indigenous people working together for the best outcomes)***

**INFORMATION FOR APPLICANTS FOR THE POSITION OF  
INFRASTRUCTURE PROJECTS MANAGER**

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Central Desert Regional Council is a council that covers the following: Anmatjere Community, Arltarlpilta Community, Lajamanu Community, Nyirripi Community, Yuelamu Community, Yuendumu Community, Willowra Community and a large area of currently unincorporated land.

The new Regional Council which has been operational as from 1 July 2008 has an area of approximately 282,093 square kilometres and a population of 4,591.

**SALARY**

The salary is Level 9 with a range depending on qualifications and experience of \$96,470.23 per annum.

**SUPERANNUATION**

Employer contributes 9.5 % superannuation – employee shall have complete freedom of choice over the complying fund that their contributions are paid to, with the default being the State Wide Superannuation Scheme.

**SALARY SACRIFICING**

Council has entered into a contractual relationship with Remserv to administer the salary packaging process on its behalf. Remserv is offering a suite of benefits which Council believes may be useful to our staff. For more information please contact them on [remserv@remserv.com.au](mailto:remserv@remserv.com.au) or on 1300 30 39 40.

Staff are encouraged to seek independent financial advice over salary packaging.

**NOTE:** Local Government Councils are not entitled to Public Benevolent Institution Taxation Benefits and consequently Council cannot legally offer such benefits.

**ANNUAL LEAVE**

A permanent full time employee accrues 4.385 hours annual leave for every week of continuous service.

A loading of 17.5% of salary shall be paid to the employee when taking leave.

**LONG SERVICE LEAVE**

This clause is read with and is subject to the *Long Service Leave Act (NT)* and section 109 of the *Local Government Act*.

An employee who has completed ten (10) years of continuous service will be entitled to thirteen (13) weeks of paid long service leave. However, an employee after seven (7) years of continuous service may take pro rata long service leave.

### **PERSONAL/CARERS' LEAVE**

A permanent full time employee accumulates Personal/Carers' Leave at the rate of 1.754 hours per week.

An employee may take paid Personal/Carers' Leave if the leave is taken:

- Because the employee is not fit for work because of a personal illness, or personal injury affecting the employee; or
- To provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because of:
  - A personal illness, or personal injury, affecting the member, or
  - An unexpected emergency affecting the member.
- For dealing with the consequences of domestic violence to the employee, immediate family or a member of the employee's household.
- For paternity leave purposes to a maximum of three weeks

The term immediate family includes:

- spouse, de facto partner, child (including foster child), parent, grandparent, grandchild or sibling of the employee
- child (including foster child), parent, grandparent, grandchild or sibling of a spouse or de facto partner of the employee

An employee, or if unable, a representative, must notify their supervisor of their non-attendance within 30 minutes of their commencement time, or as early as reasonably practicable thereafter, in order to use that day as personal/carers' leave.

\*Refer to the CDRC Enterprise Agreement for the rest of the clauses.

### **HOURS OF WORK**

The ordinary hours of work will be 76 hours over fourteen consecutive days.

A standard day is 7.6 hours unless otherwise authorised by Council. A standard day may be up to 10 hours, or 12 hours with employee agreement.

The ordinary hours of work may be worked on any or all days Monday to Friday with no limitation on start or finishing times.

### **CEREMONIAL LEAVE**

An employee who has been employed by Council for a minimum of six months and who is required to perform cultural or ceremonial duties may, on the production of evidence satisfactory to the CEO, be granted up to ten (10) days leave per year for such duties.

### **PUBLIC HOLIDAYS**

CDRC Enterprise Agreement leave conditions will apply. Refer to the Enterprise Agreement.