



two ways :: one outcome

POSITION DESCRIPTION AND SELECTION CRITERIA

POSITION TITLE:	Infrastructure Projects Officer
REPORTING TO:	Infrastructure Projects Manager
SALARY:	Level 6 (\$71,568.35 - \$76,255.88 per annum)
TERM:	Full Time Fixed Term
LOCATION:	Alice Springs (with an obligation to travel to remote locations)

OBJECTIVES OF THE POSITION:

Operating under the direction of the Infrastructure Projects Manager and in accordance with Council policies and relevant legislation, this position is responsible for contributing to the delivery of capital works and construction projects across the Council. Typical works could include the construction and upgrade of buildings and facilities, construction and upgrade of roads and other minor civil works.

The Infrastructure Projects Officer will work closely with other staff to ensure projects are completed in a timely manner, in accordance with grant terms and conditions, in accordance with appropriate quality standards and to achieve outcomes in accordance with the Council's strategic plan. This position offers the opportunity to experience and undertake a broad range of construction work in a number of remote locations. It requires the ability to assess and resolve problems, to develop innovative solutions that meet the needs of the different local contexts.

DUTIES AND RESPONSIBILITIES:

- Deliver variety of capital and minor construction projects, from inception to completion, on time and within budget.
- Prepare project briefs and work scopes for a variety of capital works and minor construction projects.
- Prepare project planning schedules including identification of risks, issues and constraints and establishment of contingency plans.
- Prepare engineering designs, cost estimates and tender documentation for allocated projects in an efficient and effective manner in accordance with agreed time lines.
- Participate in tender assessment and selection procedure for various projects as required.
- Implement minor capital projects through Council's procurement system as required.
- Supervise work of external contractors/Council work crews to ensure compliance with Council standards, work scopes, specifications, approved construction plans, contract documentation and that all works meet contract conditions in terms of quality and time-lines.
- Administer capital works and minor construction contracts as applicable.

- Support the development of skills and capacity of local work crews to undertake construction projects.
- Manage project budgets including control of expenditure and contract payments.
- Ensure that project completion is timely, thorough, within budget and well documented for all projects.
- Provide technical and other information on projects as required including regular updates and status reports to feed into the project reporting system.
- Have high level of computer literacy, written and oral communication and negotiation skills.
- Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.
- Ensure that all responsibilities of the position are undertaken in accordance with the relevant Council Policies, Guidelines, Statutory Regulations and Australian Standards.
- Ensure Work Health and Safety standards are met on all projects undertaken within the scope of this position.
- Work as an effective member of a team to maximise the effectiveness and efficiency of the team.

SELECTION CRITERIA

Essential

1. Relevant tertiary, professional or trade qualifications.
2. Demonstrated experience in contract administration and management of civil engineering projects.
3. Sound knowledge and experience preparing cost estimates.
4. Demonstrated experience in preparing project documentation including project briefs, design briefs, work scopes, and tender documents.
5. Ability to assess tenders, and make recommendations regarding appropriate contractors.
6. Demonstrated experience in project supervision, work inspection, quality and quantity assessment and associated reporting.
7. Well-developed information technology skills including MS Office and substantial knowledge of computer based design programs including AutoCAD 2015.
8. Good oral and written communication skills.
9. Ability to work with others in a team environment to achieve defined outcomes.
10. Sound knowledge of WHS & environmental management issues.



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11. Current NT driver's licence and ability to travel to remote locations on unsealed roads.

Desirable

1. Experience in building and road construction techniques.
2. An awareness of issues affecting Aboriginal people in remote locations

POSITION ATTRIBUTES

Level 6 covers administrative, technical or trades employees undertaking duties and responsibilities in excess of Level 5.

Authority and accountability: May be responsible for providing a specialised/technical service and for completing work with elements of complexity. May make internal and external recommendations which represent the employer to the public and/or other organisations. Employees are accountable for the quality, effectiveness, cost and timeliness of the programs, projects or work plans under their control and for safety and security of the assets being managed.

Judgment and problem solving: Judgment and problem solving skills are required where there is a lack of definition requiring analysis of a number of options. Typical judgments may require variation of work priorities and approaches; some creativity and originality may be required. Guidance and counsel may be available within the time available to make a choice.

Specialist knowledge and skills: Employees have advanced knowledge and skills in a number of areas where analysis of complex options is involved.

Management skills: May provide higher level supervision of groups of operational, administrative, trades or technical employees. Employees supervised may be in a number of different work areas, requiring motivation, monitoring, managing and co-ordination to achieve specific outputs. Positions may require an understanding and implementation of relevant employment policies and practices.

Interpersonal skills: Skills to communicate with employees in lower levels and the public. Employees in this level are expected to write detailed and non-standard reports and correspondences in their field of expertise.

Qualifications and experience: Positions require working knowledge and experience of all work procedures for the application of technical, trades or administrative skills in the most complex areas of the job and suitable qualifications, which may include:

- diploma or advanced diploma; or
- appropriate in-house training or equivalent.

Note to Candidates

The Infrastructure Projects Officer will be expected to:



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- Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language.
- Have a reasonable level of fitness.
- Hold a current drivers licence.
- Hold a current first aid certificate or have the ability to obtain this qualification.
- Meet all the requirements of the Council Code of Conduct in the performance of their duties.

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.

Applications marked 'Confidential' should be forwarded to:

The Recruitment Team
PO Box 2257
Alice Springs NT 0871

Email: recruitment@centraldesert.nt.gov.au



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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 OFFICER

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 6 with a range depending on qualifications and experience of \$71,568.35 - \$76,255.88 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 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.