

POSITION DESCRIPTION AND SELECTION CRITERIA

POSITION TITLE:	Infrastructure Projects Officer
REPORTING TO:	Infrastructure Projects Manager
SALARY:	Level 5
TERM:	Full-Time, Permanent
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.
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

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 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 5 with qualifications and experience of \$67,077.45 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.

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.