

KATHERINE TOWN COUNCIL – POSITION DESCRIPTION



KATHERINE
TOWN COUNCIL

| 1. POSITION INFORMATION | | | |
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| POSITION TITLE: | Project Manager | REPORTS TO: | Executive Manager – Infrastructure and Environment |
| POSITION LEVEL: | Contract | FINANCIAL DELEGATION | \$10,000 |
| DEPARTMENT: | Infrastructure and Environment | BUSINESS UNIT: | Projects |
| REVIEWED BY: | Human Resources | NEXT REVIEW DATE: | N/A |
| APPROVAL DATE: | 23 August 2019 | APPROVED BY: | CEO |
| 2. POSITION CONTEXT | | | |
| <p>This position reports directly to the Director Infrastructure and Environment and is responsible for managing, coordinating, and overseeing Council’s current, ongoing, and future projects within the Katherine Municipality. Delivering excellent outcomes in a timely manner, this position will be required to have an elevated level of problem solving and decision-making abilities and can efficiently communication across key stakeholders.</p> | | | |
| 3. POSITION’S KEY RESPONSIBILITIES | | | |
| <ol style="list-style-type: none"> 1. Administer and support the Director Infrastructure & Environment to lead project planning sessions with Project Control Groups to establish project deliverables, timelines, milestones, key delivery indicators, budgets, and other necessary planning requirements to successfully execute Council’s projects 2. Coordinate internal and external resources to achieve the project deliverables 3. Ensure resource availability and allocation is optimised and adheres to the project scope 4. Ensure projects are delivered on-time, within the project scope and within budget 5. Establish comprehensive project budgets 6. Assist in the definition of project scope and objectives, involving relevant stakeholders and ensuring technical feasibility 7. Develop a detailed project plan to monitor and track project progress and then drive the project to achieve the agreed outcomes 8. Manage changes to the project scope, project schedule and budget 9. Manage the Project Support Team and oversee the day-to-day operations of the team, develop work plans, job descriptions and reviews as appropriate and be able to manage people within their roles. 10. Comply with the reporting standards as outlined within all project’s funding agreements 11. Perform risk assessments to minimise project risks and make recommendations for improvements 12. Participate in the tendering process for project works in accordance with Council’s procurement policy 13. In conjunction with the Director Infrastructure & Environment, develop project contracts in line with scope of works and timeline for deliverables, including payment schedules. 14. Manage and oversee project worksites and ensure consultants and contractors are complying with NT Work Safe standards and projects are being executed according to the plans 15. Manage constructive and communicative relationships with contractors, clients, and all stakeholders 16. Ensure all project documents and correspondence are recorded within Council’s record management system 17. Cross collaborates with several Council departments and Council employees to plan, monitor, and execute project deliverables 18. Assist in the implementation of the Katherine Town Council Local Counter Disaster Sub-Plan in the event of a disaster. 19. Other responsibilities as shall be associated with or incidental to the above responsibilities or as shall, in the course of the employment, be agreed between the parties as being or forming part of the duties. | | | |
| 4. ORGANISATIONAL RESPONSIBILITIES | | | |
| <ol style="list-style-type: none"> 1. Ensure compliance with Workplace Health and Safety requirements. Comply with workplace procedures for risk identification, risk assessment and risk control. Participate in activities associated | | | |

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- with the management of workplace health and safety. Identify and report health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.
2. Assist in the implementation of the Katherine Town Council’s Local Counter Disaster Sub-Plan in the event of a disaster;
 3. Ensure incumbent is dedicated to servicing our community and will listen to and proactively respond to their needs;
 4. Foster sustainable, honest relationships with the community and stakeholders
 5. Perform and deliver results that align with organisations strategic direction and serve our community;
 6. Work in accordance with Council’s Vision and Mission statement.
 7. Provide excellent customer service through incoming telephone calls, email, and front counter enquiries

5. Level of Responsibility

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| Authority & Accountability | Accountable for the effective management of major sections or projects within their area of expertise. Provides a professional advisory role to people within or outside the employer on major areas of policy or on key issues of significance to the organisation. Such advice may commit the employer and have significant impact upon external parties dealing with the employer. The position’s influence would have a significant role in the overall performance of the function. |
| Judgment & Problem Solving | Positions require the interpretation of information and development of suitable procedures to achieve satisfactory outcomes. The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. Decision making requires analysis of data to reach decisions and/or determine progress. |
| Specialist Knowledge & Skills | Positions require knowledge and skills for the direction and control of a key function of the employer or major functions within a department. Positions require expert knowledge and skills involving elements of creativity and innovation in addressing and resolving serious issues. |
| Management Skills | Employees may direct professional or other staff in the planning, implementation, and review of major programs, as well as participating as a key member of a functional team. Positions at this level may also be required to manage staff, resolve operational problems, and participate in a discrete management team to resolve key problems. |
| Interpersonal Skills | Interpersonal skills in leading and motivating employees in different teams/locations may be required, as well as persuasive skills to resolve problems or provide specialised advice. |
| Qualifications & Experience | Employees at this level supplement base level professional qualifications with additional skills training. Considerable practical experience or skills training is required to effectively control key elements of the job. |

6. SELECTION CRITERIA

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| Essential | <ul style="list-style-type: none"> • Plan projects from conception to implementation • Map out timelines • Assess project risks and opportunities • Execute each phase of the project life cycle • Create, allocate, and manage the budget • Excellent written and verbal communicate skills with all stakeholders • Troubleshoot problems and challenges • Deliver (and often maintain) the product or service • Ability to lead and manage projects team • Use of Project Management software for tracking of project success • Current Drivers Licence |
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| | <ul style="list-style-type: none"> • Minimum experience of 3 years in similar or related role • Project Management qualification or other related qualification |
| Desirable | <ul style="list-style-type: none"> • Project Management qualifications or other related tertiary qualifications. • Previous experience in Local Government role. |
| 7. ACKNOWLEDGMENTS | |
| Employee: | Date: |
| Manager/HR: | Date: |