



Victoria Daly
REGIONAL COUNCIL

Contracts & Project Officer

OUR VISION

*To strengthen our region through fostering
development, growth, and social wellbeing*
"Moving Forward Together"

POSITION DESCRIPTION

REPORTS TO	Infrastructure Manager	CLASSIFICATION & HOURS	Level 8
DIVISION	Infrastructure & Planning	LOCATION	Regional Support Centre Katherine

JOB PURPOSE

This position will support and assist the Infrastructure & Asset Manager in the management, coordination and delivery of contracts and projects delivered by the Council including administration, supervision, compliance, budget management and reporting.

DUTIES AND RESPONSIBILITIES

1. Provide a high level of administrative and technical support in the preparation and management of contracts and projects within the Council.
2. Prepare monthly progress reports and cost assessments on the delivery of projects, operational expenditure to ensure budget requirements are met.
3. Manage and coordinate the roads to recovery funding to ensure the Council benefits by upgrading roads within the designated areas.
4. Undertake accurate scoping of works to enable detailed estimates to be accurately defined in budgets and documentation.
5. Prepare all documentation associated with contracts, projects, tenders, quotes, minor new works, capital works, scopes, schedule of works, and services to be provided.
6. Actively participate in tender assessment panels and make clear recommendations on tenders.
7. Effectively manage scheduling and programming of works associated with contracts and projects to ensure timelines are met and within budget.
8. Ensure projects are assessed to determine feasibility of project.
9. Effectively liaise and coordinate with contractors and be responsible for the day-to-day decisions regarding site activities.
10. Ensure site inspections are undertaken on a regular basis and supervision takes place to ensure there is high quality works, contractor performance, timelines are being met and safety is maintained.
11. Ensure contract compliance requirements are being met before approving and signing off on payments or completions.
12. Assist and provide required information to the Grants Manager to be included in grant applications being applied for.

SELECTION CRITERIA

QUALIFICATIONS

1. Qualifications or extensive experience in Contract Management and or Project Management.

ESSENTIAL

1. Proven knowledge and experience in contract management and administration including procurement, assessment, and recommendation of tenders.
2. Demonstrated project management skills and the ability to manage projects from development to completion.
3. Excellent interpersonal communication skills and the ability to multitask, negotiate, resolve issues to achieve positive outcomes for Council.
4. Ability to be able to adapt and be flexible in an ever-changing environment and still be able to meet deadlines with the focus on effective service delivery.
5. Ability to identify, assess and deliver viable solutions in a professional and timely manner.
6. Demonstrated ability to write high level correspondence and reports.
7. Ability to use a range of software programs.
8. Ability to be able to review and streamline practices, ensuring appropriate internal controls are in place that are suitable for the Council's needs.
9. Knowledge and understanding of procurement practices and legislative requirements.
10. Good working knowledge of Work health & Safety.

DESIRABLE

OTHER REQUIREMENTS

1. *Criminal History Check (recent within 3 months)*
2. *A current Working with Children's Card.*
A current Drivers Licence

ACKNOWLEDGEMENT

CHIEF EXECUTIVE OFFICER:  _____ DATE APPROVED: 22/12/2023

