



POSITION DESCRIPTION Projects Coordinator

Position Number:	PD 5126	
Directorate:	Infrastructure	
Division:	Infrastructure	
Supervisor:	GM Infrastructure	
Classification:	Level 11	
Tenure:	Fixed Term Full Time	Hours of Work: 76 hours per fortnight
Primary Location:	Tiwi Islands	

Tiwi Islands Regional Council

The Tiwi islands are located 80km north of Darwin in the beautiful Arafura Sea. There are two islands, Bathurst and Melville with a total land mass of 832sq km. The islands are home to the Tiwi people, who have a strong affiliation with their land, a distinctive culture and language. There are school and medical facilities on the islands, with regular plane, passenger ferry and barge services operation to Darwin.

Position Purpose

This position is responsible for managing projects, grants and tenders for the Infrastructure section of the Council. This is a hands on position. Operating under the direction of the General Manager Infrastructure and in accordance with Council corporate plans, policies and relevant legislation the key objectives of the position are:

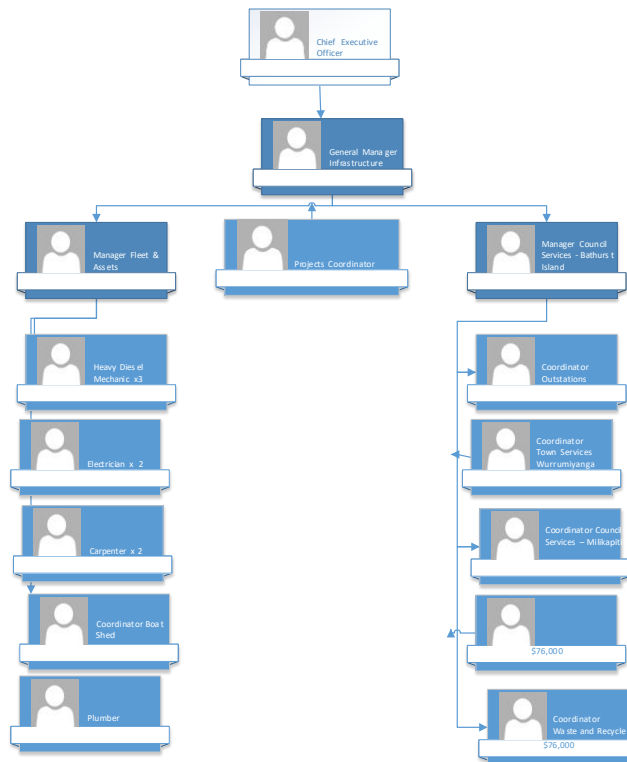
- Ensure grants, projects and tenders are delivered on time and within budget
- Regular reports and budgets written for the General Manager
- Monthly reports written for Council

Responsibilities

The Projects Coordinator is responsible for the effective delivery of the following broad areas:

- Directing, overseeing and monitoring all Council Infrastructure projects, grants and tenders
- Supervising third party organisations and Council staff engaged in these projects;
- Ensuring Council gets value for money from these projects
- Providing accurate and timely reports for the General Manager Infrastructure;
- Developing and maintaining effective consultative links with relevant bodies, including the Tiwi Land Council, government agencies and professional bodies;
- Effectively contributing as a member of a team in the management of the Regional Council and promoting a safe and harmonious work environment

Reporting Structure



Selection Criteria – Essential

- Degree in Civil Engineering or Project Management qualification or similar experience in a relevant field.
- Demonstrated knowledge and skills to manage Council projects, grants and tenders
- Demonstrated ability to develop, manage, implement and communicate Council projects, grants and tenders to third party providers
- High level interpersonal skills including proven ability to communicate clearly, negotiate persuasively, influence strategically, facilitate and express ideas clearly and coherently, both orally and in writing, and influence key stakeholders to achieve required outcomes.
- Demonstrated ability to manage project costs, and control & develop budgets/estimates for projects.
- Demonstrated capacity to work effectively within the social, political and cultural environments of Aboriginal and/or Torres Strait Islander communities and organisations.

Desirable:

- Indigenous candidate

The Selection Criteria must be addressed for your application to be considered. Please attach copies of relevant qualifications and licences with application.

Please submit your application to recruitment@tiwiislands.nt.gov.au