



two ways :: one outcome

POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title	Capital Projects Manager
Reporting To	Assets and Infrastructure Manager
Classification	Fixed Term – 3 years
Level	Level 8/9
Location	Alice Springs with travel to other locations as required

OBJECTIVES OF THE POSITION:

Operating under the direction of the Assets and Infrastructure Manager, this position will manage the planning and delivery of Capital Projects for Council including development and use of excellent project management systems.

DUTIES AND RESPONSIBILITIES:

STRATEGIC PLANS AND REGISTERS

- Maintain a Capital Projects Register, updated regularly, showing relevant projects, status, budgets and milestone dates.
- Participate in strategic planning for Works and Infrastructure future developments

PROJECT MANAGEMENT TEMPLATES

- Complete the development of Council's Project Management templates for use by own team and relevant Council staff including non-specialists. Includes consultation with and testing by relevant Council staff.
- Provide relevant training and written Operational Procedures to Council staff on how to effectively use the Project Management templates.
- Conduct annual review and upgrade of Project Management templates

ON-GROUND PROJECTS

- Ensure capital projects delivered to high quality industry standard. Ensure delivery within budget constraints and timely reporting and acquittal.
- Ensure Council is compliant with legislation and regulations within the scope of the position.

CONTRACTOR MANAGEMENT

- Where Contractors or Consultants used, manage their engagement and onsite performance including scope development, tendering, contract management, project management, quality control and project close-out.
- Oversee contractor compliance with all WH&S and environmental programs and procedures within position scope.

GRANT MANAGEMENT

- Assist the development and submission of grant applications by Council for relevant Capital projects.
- For projects assigned to the Capital Projects team, undertake the management, delivery, reporting and financial acquittal of those projects/grants.

STAFF & STAKEHOLDER RELATIONSHIPS

- Manage and effectively supervise subordinate staff (if any), including monitoring performance, encouraging development and continuous improvement and maintenance of formal work plans.
- Develop and maintain positive and successful relationships with relevant stakeholders including fellow Council staff members, grant providers, community members and their representatives, local Councillors, Local Authorities, other Council programs, government representatives, Central Land Council, external agencies, professional bodies and other relevant stakeholders.

COUNCIL FINANCE AND ADMINISTRATION

- Ensure compliance with Council's record management systems in InfoXpert, including upload of all relevant files and emails.
- Prepare information and compile reports as requested.

OTHER DUTIES

- Other relevant duties as directed by the Assets and Infrastructure Manager.

POSITION ATTRIBUTES

LEVEL 9

Level 9 involves duties and responsibilities in excess of Level 8 and typically involves key specialists in a specific field and the undertaking of a management function. Level 9 also covers experienced professionals.

Authority and 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 an important role in the overall performance of the function.

Judgment and problem solving: Employees have a high level of independence and determine and/or oversee the framework for problem solving or set strategic plans. At this level, the position may represent management or the employer in the resolution of problems.

Specialist knowledge and 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 major 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 staff will be required at this level. Positions require the ability to persuade, convince or negotiate with staff, clients, members of the public, tribunals and persons in other organisations in the pursuit and achievement of specific and set objectives. Communication skills may be required to enable provision of key advice both within and outside the employer and to liaise with external bodies.

Qualifications and experience: Employees will have a relevant degree or equivalent with extensive practical experience.

KEY SELECTION CRITERIA:

Essential:

- Degree in Civil Engineering, Project Management or relevant equivalent from an Australian University or a recognised overseas equivalent ,
- Professional membership of the Institution of Engineers Australia, Australian Institute of Project Management or relevant professional association,
- Demonstrated experience in a similar role, (2-5 years), using best practice civil construction,
- Experience in delivery of roads construction/rehabilitation programs, building construction/rehabilitation programs and/or essential service development programs
- Knowledge of risk management and the principles of work health and safety and ability to promote them in the workplace
- Demonstrated ability to use MS Word, Excel, Outlook, Project and Access and to operate job related software e.g. Civilcad, Autocad, Mapinfo etc ,
- Class C Drivers Licence,
- Ability to develop productive working and interpersonal relationships, including team, negotiation and conflict handling skills
- Willingness to travel to a range of remote service delivery centres
- Agreement to an NT Police Criminal History check

Desirable:

- An awareness of issues affecting Aboriginal people in remote locations and ability to operate effectively in a cross-cultural environment;
- Previous experience in Local Government.
- Completion of relevant training courses and Certificates.

ORGANISATIONAL RELATIONSHIPS:

Reports to: Infrastructure and Assets Manager

Supervises: Subordinate staff if appointed

NOTE TO CANDIDATES

The Capital Projects Manager will be expected to:

- Interact with Aboriginal people that speak Anmatjere, Arrernte and/or Warlpiri as a first language.
- Occasionally drive a 4WD vehicle.
- 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.

Closing date for applications is **8am Monday 11th July 2016**

Applicants must address the selection criteria and applications should be addressed to Cathryn Hutton, Chief Executive Officer and marked "Confidential – Application for Position of Capital Projects Manager"

Post to:
Central Desert Regional Council
PO Box 2257 Alice Springs NT 0871

or preferably send to
Email: recruitment@centraldesert.nt.gov.au

VISION – TWO WAYS, ONE OUTCOME

(Indigenous and non-indigenous people working together for the best outcomes)

INFORMATION FOR APPLICANTS FOR THE POSITION OF

CAPITAL PROJECTS MANAGER– Alice Springs Based.

Central Desert Regional Council covers the following communities: Lajamanu, Yuendumu, Nyirripi, Yuelamu, Willowra, Ti Tree, Wilora, Nturiya, Pmara Jutunta, Laramba, Engawala, Atitjere and associated outstations plus a large area of currently unincorporated land.

The 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 8/9, \$85,242 - \$102,082 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 Remserve to administer the salary packaging process on its behalf. Remserve 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 can not legally offer such benefits.

ANNUAL LEAVE

The Capital Projects Manager is entitled to 6 weeks with a leave loading of 17.5% of salary when taking leave.

LONG SERVICE LEAVE

LSL will be in accordance with the Long Service Leave Act of the Northern Territory as amended, with the exception that employees will qualify for all pro rata long service entitlement after seven years continuous qualifying service, according the Act.

PERSONAL LEAVE

- a) Paid personal leave is available to the Employee when they are absent:

due to personal illness or injury (sick leave); or
for the purposes of caring for an immediate family or household member who
is sick and requires the Employee's care and support (carer's leave);
or
because of bereavement on the death of an immediate family or household
member (bereavement leave).

- b) The amount of personal leave to which the Employee is entitled depends on how long they have worked for the Employer and shall accrue at the rate of one day per month for each completed month of service.
- c) The Employee is entitled to use up to 10 days as additional non cumulative paid bereavement leave per annum if a member of the employee's immediate family or household dies.
 - (i) Employees may request approval for additional unpaid leave for the purpose of bereavement leave.
- d) The entitlement to carer's or bereavement leave is subject to the person taking the leave being either a member of the Employee's immediate family or a member of the Employee's household.

STUDY LEAVE

The Capital Projects Manager is entitled to reasonable study leave by agreement with the CEO.

CULTURAL LEAVE

Generous leave conditions for cultural or spiritual beliefs will apply to employees who are adherent to Aboriginal culture and who practice Aboriginal spiritual beliefs.

HOURS OF WORK

38 hour week

PUBLIC HOLIDAYS

The Capital Projects Manager is entitled to statutory public holidays and Northern Territory gazetted public holidays for the region.

RELOCATION EXPENSES

The Regional Council's Relocation Policy will apply.