



Position Description

Job Title	Major Projects Support Officer
Salary	Level 4
Designation	Technical Services
Position No:	T26
Organisational Relationship	Major Projects Support Officer
Conditions of Employment	City of Palmerston Enterprise Agreement 2013. Commitment to Council's policies, procedures and other legislative requirements regarding Best Practice, Equal Employment Opportunities (EEO), Anti-Discrimination and Council's Code of Conduct
Hours of Work	76 Hours per fortnight
Leave	6 weeks Annual Leave, 3 weeks Personal Leave
Closing date	1 pm Wednesday 2 July 2014

POSITION OBJECTIVES

Support projects and contracts within the Major Projects Portfolio by providing administrative support and assisting project managers with monthly claims, variations, preparation of project files and document control.

KEY RESPONSIBILITIES

- Undertake project and contract administration of projects within the Major Projects Portfolio
- Assist project managers to ensure that projects, procurement and contracts are managed to comply with legislated requirements and City of Palmerston policy and business systems
- Assist with documentation of new projects including researching and compiling technical information to support project development and feasibility studies
- Provide record keeping and document management services for projects within the Major Projects Portfolio including the input and maintenance of information using databases, spread sheets or similar, extract data from files and records and prepare reports as required
- Assist with processing and monitoring the financial administration of projects and contracts
- Communicate effectively with staff, consultants and contractors on matters relating to project and contract administration

ORGANISATIONAL RELATIONSHIPS

- Reports to Major Projects Officer
- Liaise internally with members of the Technical Services Department
- Liaise with representatives of the community and commercial sectors

EXTENT OF AUTHORITY

- Exercise a degree of autonomy within delegated responsibilities
- Establish priorities and monitor workflow in areas of responsibility
- Provide reports to Major Projects Officer to facilitate the decision making process of Council

INTERPERSONAL SKILLS

- Ability to communicate effectively both orally and in writing
- Ability to interact effectively with people from different cultures
- Ability to act with confidentiality at all times

ACCOUNTABILITY

- Ability to work independently and exercise initiative
- Able to establish priorities and monitor workflow in areas of responsibility

HUMAN RESOURCES

- At all times undertake work practices in accordance with the relevant federal and territory based occupational health and safety laws and regulations
- Adhere to all internal Council policies in particular reference to Equal Employment Opportunity and Bullying/Harassment
- Adhere to the Council Appearance Policy to ensure that the Council is represented in a professional manner at all times
- Ensure that your workspace is maintained in a clean manner at all times to enable performance to be optimal
- Ensure industrial protocol is observed and industrial harmony is fostered

PROFESSIONAL DEVELOPMENT

- Maintain a personal awareness of trends and techniques relevant to the functions of the position and its responsibilities
- Actively pursue personal development in technical and management areas that are relevant in accordance with corporate policy
- Participate in further training when provided by Council

PUBLIC RELATIONS

- Promote the Council as a caring and courteous entity in the provision of its services
- Ensure prompt response to enquiries, requests for action and information in accordance with Council's policies and budget capabilities
- Project a service ethos

Our Mission

- Deliver excellence in providing services to the community
- Develop and maintain our reputation for being clean and green
- Improve the safety of all our citizens
- Maintain our own identity
- Provide services, facilities and amenities to support the communities' needs

Core Values

- Teamwork
- Commitment and accountability
- Sustainability and self sufficiency
- Quality resources
- A culture of continuous improvements

SELECTION CRITERIA FOR THE POSITION

Essential

- Previous experience in administrative support roles with a demonstrated ability to manage information with attention to detail, accuracy and confidentiality
- Demonstrated ability to prioritise workload and effectively manage time to achieve deadlines
- High level oral and written communication skills with the ability to communicate effectively with Council staff, consultants and contractors
- Demonstrated knowledge of information technology systems and familiarity with Microsoft Office software packages
- Current NT driver’s licence

Desirable

- Previous experience in project and contract administrative support roles including the monitoring and management of:
 - Procurement processes
 - Contracts
 - Budgets
 - Project information
- Qualifications in business administration, project management or similar discipline.
- Ability to work collaboratively with Council staff to support the effective delivery of projects from concept development to construction contract close out

SPECIAL REQUIRMENTS

Successful applicants will be required to prove their eligibility to work in Australia, undergo a criminal history check and a medical assessment prior to finalisation of selection.

I acknowledge and understand the requirements of the role as contained within this document.

Signed: _____

Name: _____

Date: _____