

<b>Position Title:</b> Project Manager	<b>Position Number:</b>
<b>Department:</b> Strategic Planning and Governance Services	<b>Accountable to:</b> Chief Operations Officer
<b>Responsible for the supervision of:</b>	N/A

**KATHERINE TOWN COUNCIL**  
**POSITION DESCRIPTION**



VALUES	MISSION
Service Responsiveness Involvement Responsibility Equity Accountability	To provide a sustainable and prosperous environment for the people of the Katherine Region through growth, opportunity and tolerance.

<b>RESULTS</b>	We are dedicated to serving our community and will listen to and proactively respond to their needs.
<b>RELATIONSHIPS</b>	We will partner with our community and our stakeholders to create sustainable honest relationships.
<b>REASONS</b>	We deliver results that align with our strategic direction and serve our community

<b>PURPOSE</b>	To manage, coordinate and oversee Council's current, ongoing and future projects within the Katherine Municipality.
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KEY RESPONSIBILITIES
<ul style="list-style-type: none"> <li>Administer and support the CEO to lead project planning sessions with Project Control Groups to establish project deliverables, timelines, mile stones, key delivery indicators, budgets and other necessary planning requirements to successfully execute Council's projects</li> <li>Coordinate internal and external resources to achieve the project deliverables</li> <li>Ensure resource availability and allocation is optimised and adheres to the project scope</li> <li>Ensure projects are delivered on-time, within the project scope and within budget</li> <li>Establish comprehensive project budgets</li> <li>Assist in the definition of project scope and objectives, involving relevant stakeholders and ensuring technical feasibility</li> <li>Develop a detailed project plan to monitor and track project progress and then drive the project to achieve the agreed outcomes</li> <li>Manage changes to the project scope, project schedule and budget</li> <li>Measure project performance and provide update reports to stakeholders</li> </ul>

#### KEY RESPONSIBILITIES continued

- Comply with the reporting standards as outlined within all project's funding agreements
- Perform risk assessments to minimise project risks and make recommendations for improvements
- Participate in the tendering process for project works in accordance with Council's procurement policy
- 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
- Manage constructive and communicative relationships with contractors, clients and all stakeholders
- Ensure all project documents and correspondence are recorded within Council's record management system
- Cross collaborate with several Council departments and Council employees to plan, monitor and execute project deliverables
- Assist in the implementation of the Katherine Town Council Local Counter Disaster Sub-Plan in the event of a disaster.
- Other responsibilities as shall be reasonably 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.

#### LEVEL OF RESPONSIBILITY

- Accountable for the effective management of major projects while utilising relevant expertise
- Provides a professional advisory role to people within and outside the organisation on major areas of policy and on key issues of significance to the organisation
- Interpretation of information and development of suitable procedures to achieve desired outcomes
- Use specialised methods, procedures and processes developed to execute works
- Decision making requires analysis of data to reach a decision and/or determine progress
- Requires applying extensive knowledge and a high level of skills in specific areas to resolve issues in which have elements of complexity
- May manage complex projects involving people and other resources, may also manage minor projects involving other employees in lower levels
- Interpersonal skills in leading and motivating employees in different teams and locations, as well as persuasive skills to resolve problems or provide specialised advice
- Supplement base level professional qualifications with additions skills and considerable practical experience in key roles of the position

#### SELECTION CRITERIA

##### ESSENTIAL:

- Demonstrated ability to deliver excellent results and enriched relationships in each key responsibility
- Current NT drivers licence
- Knowledge and skill gained through qualifications and experience to meet the requirements of the position.
- Demonstrated experience and positive outcomes working within the delegations.

##### DESIRABLE

- Project Management qualifications or other related disciplines.
- Experience in contract management and/or procurement

#### ORGANISATIONAL RELATIONSHIP

The position's reporting and team membership is in accordance with the Council's organisations chart.

**DELEGATION**

Delegations are in accordance with the latest *Instrument of Delegation of Powers and Functions*

**PERFORMANCE STANDARD**

The extent to which the stated key responsibilities are achieved in both the position description and personal performance work plan.

PREPARED BY  
DATE ISSUED  
SUPERVISOR  
APPROVED BY

Governance Officer  
September 2018  
Chief Operations Officer  
Chief Executive Officer