

# BARKLY REGIONAL COUNCIL



## Project Coordinator (1501000)

### 1. Position Objectives

The Project Coordinator will play a critical role in supporting the Project Managers with the coordination and management of ongoing projects in the Barkly Region. This role will be responsible for the procurement of quotes, liaising with contractors, and overseeing the repair and maintenance of all council-owned and leased assets. The Projects Coordinator will ensure that projects are delivered on time, within budget, and in compliance with all relevant regulations and standards.

*It is a requirement of this position that the position holder be willing and able to travel and work in remote communities located within the Barkly Regional Council area; and that the position holder agrees that this requirement may, from time to time, require the position holder to stay overnight.*

### 2. Key Responsibilities

#### Project Support

- Assist Project Managers in the planning, execution, and closing of projects.
- Coordinate project schedules, resources, and information flow between all stakeholders.

#### Procurement and Contract Management

- Source and procure quotes from suppliers and contractors in accordance with council procurement policies.
- Evaluate and recommend suppliers and contractors based on quality, cost, and reliability.
- Ensure all procurement processes are compliant with relevant regulations and council policies.

#### Liaison and Communication

- Act as a point of contact between Project Managers, contractors, suppliers, and other stakeholders.
- Facilitate clear and effective communication to ensure project objectives are understood and met by all parties.
- Coordinate and attend meetings with stakeholders, providing updates on project status and addressing any concerns.

#### Asset Management

- Oversee the repair and maintenance of all council-owned and leased assets in Tennant Creek.
- Coordinate with contractors and internal teams to ensure timely completion of maintenance and repair work.
- Maintain accurate records of all maintenance activities, costs, and outcomes.

#### Budget Management

- Assist in the preparation and monitoring of project budgets.
- Identify cost-saving opportunities without compromising project quality.

## **Risk Management**

- Identify potential risks to project timelines, budgets, or quality, and develop mitigation strategies.
- Monitor and report on any issues that may impact the successful delivery of projects.

## **Compliance and Reporting**

- Ensure all projects comply with relevant legal, environmental, and safety regulations.
- Maintain all project documentation in accordance with council records management policies.

## **Other**

- You will be required to perform your duties at Tennant Creek or elsewhere within the Barkly Regional Council authority area as reasonably directed.
- Ensure that the highest professional standards and Barkly Regional Council values are upheld at all times.
- Demonstrate commitment and enthusiasm to promote the principle of Diversity, Equity, Inclusion, and Belonging (DEIB) in employment and service delivery.
- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.
- The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Barkly Regional Council. The position holder will be expected to undertake other duties as appropriate to the position classification and as requested by his/her/their Manager.

## **Our Values**

Our values inform how we work and are reflected in our employees and services.

Our values are founded in the service standards and are lived out through our interactions with each other.

- ✓ We believe that all people in all communities are equal in dignity and have equal rights.
- ✓ Our employees are committed to working with people and communities in a way that values them, that are non-discriminatory, and that promote social justice.
- ✓ We are committed to the common good. Our employees work with people to ensure that they have access to the resources and services they need to effectively participate in the community.
- ✓ Our employees value the contributions of clients and communities and foster local community-driven services.
- ✓ Our Reconciliation Action Plan will be used to create a greater understanding of how we can best deliver services and support to all communities of the Barkly.

## **3. Key Accountabilities**

- Ensure that the project team has the necessary tools and resources to complete tasks efficiently.
- Establish and maintain positive relationships with local stakeholders and the community.
- Stay informed about relevant legislation, regulations, and industry best practices in the Northern Territory.

#### 4. Organisational Relationship

<b>Position Title:</b>	Project Coordinator (1501000)
<b>Reports to:</b>	Director of Infrastructure/Fleet (1500000)
<b>Department:</b>	Infrastructure and Fleet
<b>Supervises:</b>	N/A
<b>Internal Liaison:</b>	Chief Executive Officer Director of Infrastructure/Fleet Manager Fleet Project Manager South Project Manager Central Project Manager North Other Council Staff
<b>External Liaison:</b>	Government and Non-Government Organisations Traditional Owners, and Community Elders Property Owners with whom BRC has entered into lease agreements Contractors External Businesses Suppliers Rate Payers, Residents, and Visitors

#### 5. Knowledge and Skills

##### Organisational:

- Knowledge and understanding of Aboriginal Culture.
- The ability to cope with high volumes of work, set and meet deadlines and determine priorities.
- Ability to work within a team environment whilst also producing results working independently.
- Highly developed computer skills.

##### Interpersonal:

- High ethical standards and personal integrity.
- Excellent interpersonal skills and manner.
- Ability to source cooperation and assistance from other staff and management to achieve position objectives.

##### Change Management:

- Ability to recognise issues and use initiative to identify and discuss proposed solutions.
- Ability to promptly respond to changed circumstances and make sound decisions to ensure the ongoing efficient and effective delivery of key deliverables within the role in the best interests of the Barkly Regional Council.

- Always ensure compliance with and adherence to all legislative requirements and best practices.

**Commitment, Attitude, and Application to Duties:**

- Provide courteous and prompt attention to requests for information.
- Demonstration of a positive and proactive attitude with strong initiative.
- Always promote Barkly Regional Council in a positive manner.
- Take reasonable care to ensure one's own safety at work and that of other staff within the workplace.

**6. Essential Criteria – Skill, Experience, and Qualifications**

1. Experience working with contractors and suppliers in the construction, infrastructure, or local government sectors in the Northern Territory preferably.
2. Knowledge of procurement processes and/or contract management or the ability to learn.
3. Understanding of asset management and maintenance practices.
4. Ability to manage multiple tasks and projects simultaneously.
5. Proficient in project management software and/or Microsoft Office Suite.
6. Strong, effective communication and interpersonal skills, with the ability to engage effectively with diverse stakeholders, tenants, and team members.
7. A current Manual (C Class) Driver's Licence.
8. A current National Criminal History Check. (within the last 3 months).

**7. Desirable Criteria - Skill, Experience, and Qualifications**

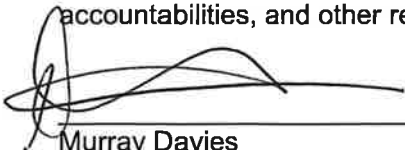
1. Engineering or trade qualification
2. Knowledge of Local Government functions.
3. Construction/roads or Project Management experience
4. An established network across the Barkly region.

**8. Wages and Allowances**

<b>Classification:</b>	Level 9 Pay Point 1 <i>Barkly Regional Council Enterprise Agreement 2023</i>
<b>Status:</b>	Full Time - Permanent (38 hours per week)
<b>Annual Salary:</b>	\$91,220.34 per annum (\$3,508.47 gross per fortnight)
<b>Zone Allowance:</b>	Tennant Creek Allowance \$1.8900 per ordinary hour
<b>SCG:</b>	11.5%

**9. Certification**

The details contained in this document are an accurate statement of the responsibilities, accountabilities, and other requirements of the position.

  
\_\_\_\_\_  
Murray Davies  
Acting Chief Executive Officer

09/24  
Date

**10. Acceptance**

I, \_\_\_\_\_, have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above.

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

