



POSITION DESCRIPTION

REPORTS TO	Projects and Contracts Manager	CLASSIFICATION & HOURS	Level 7 Full-Time
DIVISION	Operations	LOCATION	Katherine Regional Support Centre

JOB PURPOSE

The Project Officer - Capital Works is responsible for the end-to-end management and delivery of Council's minor capital works projects and the support of major capital works projects under the direction of the Projects and Contracts Manager.

The position applies recognised project management methodologies, Council policies and procedures to plan, coordinate, deliver and close projects across the Victoria Daly Regional Council area.

The role is accountable for ensuring projects are delivered safely, on time, within budget and to the required quality standards while effectively managing project risks, finances, procurement processes, contractors and stakeholder relationships.

Working across some of the most remote and geographically dispersed communities in the Northern Territory, the position requires strong project management, financial management and problem-solving capabilities to deliver sustainable infrastructure outcomes that benefit Council, Local Authorities, stakeholders, customers and communities.

DUTIES & RESPONSIBILITIES

1. Manage the end-to-end delivery of minor capital works projects and support the delivery of major capital works projects in accordance with recognised project management methodologies, Council policies and procedures.
2. Develop project scopes, specifications, project plans, budgets, schedules and procurement documentation to support effective project delivery.
3. Coordinate and manage contractors, consultants, suppliers and stakeholders to ensure projects are delivered safely, on time, within budget and to the required quality standards.
4. Monitor project budgets, funding allocations, expenditure, variations and financial performance and provide accurate reporting and recommendations to management.
5. Identify, assess and manage project risks, issues and constraints, implementing appropriate mitigation strategies throughout the project lifecycle.
6. Undertake site inspections and oversee project delivery across remote communities, resolving logistical and operational challenges to achieve successful project outcomes.
7. Build organisational capability by mentoring and supporting managers, supervisors and staff to strengthen project management knowledge, skills and practices across Council.
8. Prepare and maintain project documentation, reports and stakeholder communications.
9. Any other duties as directed by the Director and/or the CEO.

SELECTION CRITERIA

Essential

- Prior experience managing projects from planning through to completion using recognised project management principles and methodologies.
- Demonstrated experience in construction, civil works, asset management or a related field.
- Proven ability to develop scopes of work, specifications, procurement documentation and project plans.
- Financial management skills including budgeting, forecasting, expenditure monitoring and cost control.
- Demonstrated experience identifying, assessing and managing project risks.
- Strong stakeholder engagement, communication and relationship management skills.
- Ability to manage multiple projects simultaneously and meet deadlines.
- Ability to work independently and make informed decisions in remote operating environments.
- Strong organisational, problem-solving and time management skills.
- Proficiency in Microsoft Office applications and project reporting systems.

Desirable

- Certificate IV, Diploma or higher qualification in Project Management, Construction Management, Civil Construction, Engineering or a related discipline.
- Experience delivering projects in remote or Aboriginal communities.
- Knowledge of grant-funded project management and acquittal requirements.

EXPERIENCE AND KNOWLEDGE REQUIREMENTS

- Sound understanding of project management methodologies and project lifecycle management.
- Demonstrated ability to deliver projects safely, on time, within budget and to agreed quality standards.
- Knowledge of procurement, contract administration and contractor management practices.
- Sound understanding of financial management including budgeting, forecasting and reporting.
- Demonstrated experience managing complex logistical challenges.
- Strong risk management, problem-solving and decision-making skills.
- Ability to adapt to changing priorities and operational requirements.
- Understanding of Work Health and Safety legislation and risk management obligations.
- Ability to build capability and provide guidance to staff involved in project delivery.

TRAVEL REQUIREMENTS

This position is based in Katherine and requires regular travel, including overnight stays, throughout the Victoria Daly Regional Council area. Travel to remote communities and project sites is an inherent requirement of the role.

OTHER REQUIREMENTS

1. National Criminal History Check (current within three months)
2. Current Australian Drivers Licence
3. Working with Children Clearance (Ochre Card) or ability to obtain
4. Current First Aid Certificate or ability to obtain
5. Construction Industry White Card or ability to obtain

ACKNOWLEDGEMENT

DIRECTOR:



DATE APPROVED: 13/08/2026

CHIEF EXECUTIVE OFFICER:

Jennifer Marston

DATE APPROVED: 13/08/2026