

# POSITION DESCRIPTION

Position Title	Regional Roads Manager		
Location	Darwin	Department	Technical Services
Classification	Level 9	Position Type	Perm. Full time
Position Number	TBA	PD Number	TBA
Reports to	Manager Technical Services	Reports to	N/A
Reportees Roles	N/A		
Coverage	Local Government Industry Award 2020		
Approved By	Chief Executive Officer	Date	20/01/25

## Position Objective

- 1 To provide expert advice to the DCCS, Manager Technical Services, Manager, Regional Council Services and Council Services Managers, and
- 2 To develop, oversee and deliver regional road projects that address community needs within scope and budget, and align with the West Arnhem Regional Council's (Council's) strategic plans.

## Key Responsibilities

### 1. Underpinning Requirements

- 1.1. Keep qualifications current.
- 1.2. Update knowledge about the road development, maintenance and rehabilitation needs of each community.
- 1.3. Understand and apply the relevant legislation, industry standards, tender and contract requirements and Council's relevant policies and procedures in relation to each road project.
- 1.4. Ensure that high quality processes are developed, implemented and ready for auditing accordance with relevant legislation, defined policies, procedures and commercial contracts.
- 1.5. Develop and maintain professional, cooperative relationships with internal and external stakeholders, including community leaders and contractors throughout the life of each project.
- 1.6. Prioritise all road and road upgrade projects on the basis of existing funding and available funding opportunities.

### 2. Technical Considerations

- 2.1. Ensure the following technical considerations are given to any road construction, maintenance or rehabilitation projects including:
  - What is required to gain approvals for rural and urban road projects in the various communities.
  - Ongoing awareness of community and current road environments, changing weather conditions and other factors that could impact road projects.
  - The road geometry, drainage, traffic engineering and footpath design appropriate to community road projects and needs.
  - Road safety and traffic management requirements.
  - The differing road environments and seasonal changes that would impact safety, operations and usage.
  - Choosing the appropriate contractor and construction equipment required in relation to the project.

## Key Responsibilities

### 3. General Project Management Design

3.1. Ensure project management steps are developed and followed for each project including:

- Defining the overall goal and specific deliverables of the project to ensure clear expectations and direction.
- Establishing a clear schedule with key milestones, deadlines, and timeframes for each phase or task to track progress.
- Identifying and assigning the necessary resources, including personnel, equipment, and budget, ensuring availability and proper distribution.
- Developing strategies to identify, assess, and mitigate potential risks throughout the project lifecycle.
- Setting up a plan for regular communication with stakeholders, team members, and others involved to ensure transparency and address any issues promptly.
- Outlining key points for formal approvals or reviews at significant stages to ensure the project stays on track and meets quality standards.
- Determining how success will be measured at each milestone, including budget adherence, quality of deliverables, and timelines.
- Preparing for potential delays, cost overruns, or changes in scope by creating a contingency plan that can be enacted if needed.
- Establishing a plan for post-project assessment to review outcomes and learn from the project for future improvements.

### 4. Delivery

- 4.1. Ensure all contributing parties are supplied with relevant information about the project, deliverables and timeframes.
- 4.2. Monitor and gain evidence to measure project progress against milestones.
- 4.3. Address any problems and provide timely advice to relevant personnel to ensure project delivery occurs within scope.
- 4.4. Provide regular reports and updates to Manager Technical Services concerning each road project and its progress.
- 4.5. Ensure up-to-date acquittals against project funding routinely occurs for all projects and is available to relevant internal and external stakeholders.

### 5. Reporting

- 5.1. Ensure input or documents needed from other parties is appropriately, sourced and error free in time to be included in required reports.
- 5.2. Ensure all reports are written in the required format, are without error and are delivered to internal and external stakeholders on time.

### 6. Employee Responsibilities

- 6.1. Follow the requirements of your Contract of Employment.
- 6.2. Adhere to your position description, policies, procedures, processes and Code of Conduct when at work and when representing Council.
- 6.3. Follow all lawful instructions.
- 6.4. Seek help or support from the appropriate personnel when needed.

### 4. Work Health and Safety (WHS)

- 4.1 Follow all approved WHS practices and processes connected with your work.
- 4.2 Ensure you work safely, and in a way that your work does not cause real or potential harm to yourself or others.

### Key Responsibilities

- 4.3 Within your area of responsibility, ensure compliance with Council's Work Health and Safety policies and procedures including wearing the correct PPE and reporting any WHS incidents or breaches.
- 4.4 Liaise with WHS Coordinator regarding project works and WHS requirements of contributing contractors and staff.

### Mandatory Criteria – The requirements that must be met before an individual can begin working in this role.

- Tertiary qualifications in engineering, project or asset management or related field, and/or extensive proven experience in the provision and management of assets, projects and contracts preferably within a local government environment.
- Extensive experience and knowledge of project management practices including record keeping, preparation of tender documents, knowledge of contractual agreements, proven financial skills.
- Proven ability to undertake multiple tasks simultaneously and effectively manage workloads to meet critical timeframes.
- Ochre Card or ability to meet the criteria for attaining one.
- Construction Induction Certificate (White Card) or ability to meet the criteria for attaining one.
- Proven competency in the use of information technology and Microsoft Office applications, especially Excel.
- Demonstrable ability to communicate (written and verbally) with a wide range of diverse people.
- Organised approach to work and demonstrated ability to prioritise and meet deadlines.
- Current NT Driver's License.

### Essential Criteria – The requirements an employee must achieve during employment, because they are critical for the role.

- Willingness to work to Council's required policy, procedure and process standards.
- Proficiency in using Council's systems.