

WEST ARNHEM

REGIONAL COUNCIL

POSITION DESCRIPTION

Position Title	Project Manager		
Location	Darwin	Department	Technical Services
Position Level	Level 9	Work Group	Technical Services
Position Type	Permanent / Full time	Approval Date	2 July 2026
Coverage	WARC Enterprise Agreement 2024	Approved By	CEO

Position Objective

To develop, manage and deliver Council projects that address community needs, are completed within approved scope and budget, and support the West Arnhem Regional Council Strategic Plan. The position provides technical and professional project management expertise, oversees contracts and stakeholder relationships, and drives continuous improvement in project delivery across the department.

Key Duties and Responsibilities

1. Coordinate and deliver capital works, maintenance and civil infrastructure projects from planning and design through to construction and project close-out.
2. Manage all aspects of project delivery, including site investigations, surveys, design development, specifications, cost estimates and contract documentation.
3. Administer contracts and monitor contractor performance to ensure works are completed safely, on time, within budget and to required quality standards.
4. Develop, manage and monitor project budgets, expenditure and forecasts, ensuring effective financial control and accountability.
5. Provide technical and professional advice on civil infrastructure, road reserve development and related projects, ensuring compliance with relevant legislation, standards and Council requirements.
6. Coordinate and obtain permits, approvals and regulatory clearances required for project delivery and works within road reserves.
7. Prepare and present project reports, briefings and recommendations for senior management, Council and other stakeholders.
8. Liaise and collaborate with internal and external stakeholders, including contractors, consultants, government agencies, community members and Elected Members, to achieve project outcomes.
9. Coordinate procurement activities, including tenders, quotations and contractor engagement, in accordance with Council policies and procedures.
10. Maintain accurate project records and documentation, ensure compliance with governance, audit, WHS and regulatory requirements, and contribute to continuous improvement of project delivery systems, policies and processes.
11. With regard to work health and safety in the workplace:
 - a. ensure you work safely, the way you work does not cause harm to others, and you use measures within your control that prevent injuries or illnesses; and
 - b. within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.

The employee is required to undertake any other reasonable duties or tasks as directed by the Manager Technical Services which are within the employee's skills, competence and training.

Essential Criteria

1. Tertiary qualification in Engineering, Project Management, Asset Management or a related discipline.
2. Extensive demonstrated experience in the delivery and management of infrastructure assets, projects and contracts, preferably within a local government or public sector environment.

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3. Significant experience in implementing, maintaining and improving Strategic Infrastructure Asset Management Systems and associated planning frameworks.
4. Demonstrated knowledge of project management practices, including procurement and tendering processes, contract administration, record management, budgeting, cost control and financial reporting.
5. Highly developed written and verbal communication skills, with the ability to effectively consult, negotiate and build productive relationships with a diverse range of stakeholders.
6. Proven ability to work independently with limited supervision, manage competing priorities and complex workloads, and deliver outcomes within critical timeframes in politically sensitive and operationally demanding environments.
7. Strong understanding and appreciation of Indigenous culture, with the ability to work effectively in remote, cross-cultural environments while balancing community expectations, operational priorities and organisational requirements, and demonstrating a strong cultural fit with Council.
8. Qualifications / licences:
 - a. Current C Class Drivers licence, at a minimum
 - b. General Construction Induction Training Card (White Card)

Desirable Criteria

1. Experience in remote or regional Australia.
2. Traffic management license or temporary traffic management.
3. Experience in local government.

Organisational Relationships & Further Information

Reports to	Manager Technical Services	Supervises	None
Internal liaising	Council Elected Members, Members of Locality Authorities Other managers All staff	External liaising	Government and non-government representatives, Suppliers and local business Contractors, Community members
Span of hours	Days on which ordinary hours can be worked – Monday to Friday Span of ordinary hours – 6 am to 6 pm		
Employment Check / Permit	Criminal History Check is mandatory. Unless relevant to the position, criminal history will not affect employment.		
Travel	Travel to remote communities by light aircraft or 4wd will be required, and stays may be required.		

This position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, action and conduct, including but not limited to: the employment contract and conditions, Code of Conduct, delegation manual, legislation, regulation, policies, procedure, process, standards and plans.