

BARKLY REGIONAL COUNCIL



Project Coordinator (PCP001)

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. Our Vision, Purpose and Values

VISION

"We will strive to be innovative and sustainable Council that listens to our communities and empowers future generations of the Barkly".

PURPOSE

"Our commitment is to serve and support our communities by delivering strong local leadership, purposeful advocacy, and impactful services".

VALUES

Integrity:	Upholding honesty and transparency in everything we do.
Diversity:	Embracing and celebrating the unique identities, traditions, and strengths of every community.
Empathy:	Understanding and valuing the needs and experiences of others.
Accountability:	Taking ownership of our actions through commitment to BRC and our communities.
Service:	Dedicating ourselves to excellence, putting people first, and creating a positive impact.

3. 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 in Tennant Creek or elsewhere within the Barkly Regional Council authority area as reasonably directed by Council.
- 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.

4. Key Accountabilities

- Support Project Managers with planning, coordination, and delivery of Council projects.
- Assist with procurement, contractor management, and compliance with Council policies.
- Communicate effectively with stakeholders to ensure smooth project progress.

- Oversee maintenance and repairs of Council assets, keeping accurate records.
- Monitor budgets, risks, and timelines to ensure successful project outcomes.
- Ensure that the project team has the necessary tools and resources to complete tasks efficiently.
- Stay informed about relevant legislation, regulations, and industry best practices in the Northern Territory.
- Contribute to the effective implementation and achievement of the objectives outlined in the Regional Plan.

5. Organisational Relationship

Position Title:	Project Coordinator (PCP001)
Reports to:	Project Manager (PMP001) Project Manager (PMP002)
Department:	Infrastructure and Fleet
Supervises:	N/A
Internal Liaison:	Chief Executive Officer Director of Infrastructure/Fleet Project Managers Project Coordinator Manager Fleet Mechanics Trades Assistant Other Council Staff
External Liaison:	Government and Non-Government Departments, Organisations and Representatives Property Owners with whom BRC has entered into lease agreements Contractors and Suppliers External Businesses Traditional Owners, and Community Elders Rate Payers, Residents, and Visitors

6. Knowledge and Skills

Organisational:

- Knowledge and understanding of Aboriginal Culture.
- Excellent time management and organisational skills.
- The ability to work within a team environment whilst also producing results working independently.
- Ability to manage multiple tasks effectively with a degree of flexibility within a changing work environment.

Interpersonal:

- A willingness to work in a remote and sometimes demanding environment.

- Demonstrated ability to work within tight timeframes and regularly monitor deliverables.
- Ability to successfully interact with people at all levels.

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.
- Ensure compliance with and adherence to all legislative requirements and best practices at all times.

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.
- Promote Barkly Regional Council in a positive manner at all times.
- Promote and encourage continuous quality improvement strategies for the delivery of accurate and timely documentation.
- Take responsible care to ensure one's own safety at work and that of other staff within the workplace.

7. 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.

8. Desirable Criteria - Skill, Experience, and Qualifications

1. Construction/roads or Project Management experience
2. Knowledge of the Barkly region, including cultural awareness and the ability to engage respectfully with Aboriginal communities.
3. Previous experience working in Local Government.

9. Wages and Allowances

Classification:	Level 9 Pay Point 1 <i>Barkly Regional Council Enterprise Agreement 2024</i>
Status:	Full-Time Permanent (38 hours per week)
Annual Salary:	\$97,956.73 per annum (\$3,767.57 gross per fortnight)
SCG:	12%

10. Compliance, Training and Development

Mandatory

- National Criminal History Check
- Working with Children Clearance (Ochre Card – Northern Territory)
- Driver's Licence
- VTP414 4WD Operations on Unsealed Roads Course
- General Construction Induction Card (White Card)
- Workplace Health and Safety Induction
- Diploma or Advance Diploma qualification in Project Management or similar

Desirable

- Tertiary Degree qualification in Project Management, Engineering or similar
- Corporate Induction
- Site Induction
- Work Health and Safety (WHS) Induction

11. Certification

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



Susan Steele
Acting Chief Executive Officer

22 / 10 / 2025
Date

12. Acceptance

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

Signature

_____/_____/_____
Date