



Position Description

Project Officer

Title	Project Officer
Salary	\$105,528.77 per annum
Employment Type	Permanent full-time
Reports to	Technical Services Manager
Location	Angurugu, Groote Eylandt NT

Position Overview

The Project Officer plays a vital role in supporting Groote Archipelago Regional Council's infrastructure, fleet and asset management activities across the Angurugu, Milyakburra and Umbakumba communities. This position is responsible for providing support to the Regional Manager – Infrastructure and Assets. The role contributes to the effective delivery of infrastructure and asset-related services by supporting procurement, contractor coordination, fleet scheduling, record-keeping and reporting activities across Council's operational locations.

Key Responsibilities

1. Provide administrative and coordination support to the Regional Manager – Infrastructure and Assets to support the delivery of infrastructure, fleet, roads, and asset management functions.
2. Maintain accurate and up-to-date records, databases and filing systems relating to infrastructure, fleet and asset management to support planning, reporting and decision-making.
3. Facilitate the procurement process, including seeking quotations, raising purchase orders and processing invoices for payment.
4. Assist with the preparation and submission of grant funding applications and supporting documentation for infrastructure and asset-related initiatives.
5. Coordinate the scheduling and allocation of fleet, plant and equipment to support operational requirements, servicing and maintenance activities.
6. Assist with the coordination, scheduling and communication with contractors and service providers for infrastructure maintenance and asset-related works, ensuring timely and effective delivery of services.
7. Assist with the preparation of Council reports, data and supporting documentation to meet compliance, reporting and decision-making requirements.
8. Foster positive relationships with community members, local organisations and stakeholders to support infrastructure and community development outcomes.
9. Maintain confidentiality in accordance with legislative and organisational requirements.

Key Selection Criteria

- Valid NT Manual Class C Driver's License.
- Demonstrated knowledge of civil works, construction processes and infrastructure maintenance (e.g. roads, drainage, buildings), with the ability to apply this knowledge in an administrative or project support environment.
- Strong organisational and time management skills, with the ability to manage competing priorities.
- Experience with procurement processes, contractor management, and compliance requirements.
- Demonstrated ability to work effectively with limited resources and take a proactive, solutions-focused approach.
- Demonstrated ability to regularly meet specified targets and milestones in line with Project requirements.
- Strong interpersonal and communication skills, with the ability to engage effectively with a wide range of staff and stakeholders.
- Proficiency in Microsoft 365.

Desirable Selection Criteria

- Qualifications in civil engineering, project management, construction or related field.
- Proficiency in the use of Drafting Software (Revit or similar).
- Previous experience living and/or working in remote Australian First Nations communities, with demonstrated cross-cultural awareness and an understanding of logistical constraints, cultural considerations and service delivery challenges.
- Experience in preparing or supporting grant funding applications.

Conditions of Employment

- The role may require travel within the Groote Archipelago Region and occasional work outside standard hours to meet operational needs.
- Employees must also be prepared to travel to remote communities via various means, including 4WD vehicle and light aircraft.
- Employment is subject to a satisfactory Working with Children Check, National Police Clearance, and other pre-employment screening as required.

Groote Archipelago Regional Council is a committed Equal Employment Opportunity (EEO) employer.

Max Duncan

Maxwell Duncan
Chief Executive Officer
Groote Archipelago Regional Council