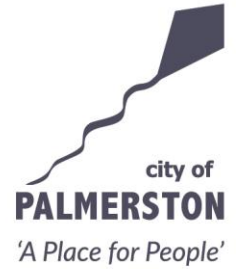


POSITION DESCRIPTION



PROJECT MANAGER - INFRASTRUCTURE – P4024

DIRECTORATE	Infrastructure	BUSINESS UNIT	Projects
REPORT TO	Senior Projects Manager	DIRECT REPORTS	Nil
CONDITIONS	City of Palmerston Enterprise Agreement 2025	LEVEL	8
EMPLOYMENT TYPE	Full-time (38 hours), reasonable additional hours as required	DURATION	Ongoing
Approved Date:	6 October 2026	Review Date	6 October 2029

POSITION CONTEXT

The Project Manager - Infrastructure oversees Council's capital infrastructure programs and projects, delivering a broad range of projects and activities that contribute to the delivery of the City of Palmerston Community Plan, ensuring community needs are met and delivered with a customer focus.

Delivery outcomes include, but are not limited to:

- Project management and delivery of Council's capital infrastructure projects throughout the project lifecycle, including planning, procurement, design, contract administration, stakeholder management, construction and handover.
- Development and delivery of capital upgrade programs for Council's buildings and facilities, aligned with Asset Management Plans and long-term renewal priorities.
- Management of project consultants and contractors to ensure projects are delivered safely, on time, within budget and to the required quality standards.
- Provision of technical support and advice to operational and development activities.

This role will facilitate the achievement of Council's Community Plan Objectives by providing capital project planning and delivery that supports Council's Asset Management Strategy and Plans.

KEY DUTIES AND RESPONSIBILITIES

- Provide specialist engineering and technical expertise and advice in the planning, design, delivery and management of Council infrastructure projects and capital works programs.
- Assess existing infrastructure and develop sustainable asset management strategies, plans and programs aligned with Council's Asset Management Plans.
- Prepare and review technical documentation, including drawings, specifications, concept designs, options studies, correspondence and reports.

- Manage procurement, tendering and contract administration processes in accordance with relevant legislation, policies and contractual requirements including contractor safety requirements in accordance with WHS legislation and regulations.
- Coordinate and deliver projects to achieve quality, safety, environmental, traffic management, customer service and budget.
- Monitor project performance, expenditure and financial status, providing accurate reporting on progress and outcomes.
- Maintain effective relationships with internal and external stakeholders, providing high-level technical advice and customer service.
- Apply judgement and problem-solving skills to gather and analyse complex information and make informed decisions in a timely manner.
- Provide technical support and advice to Council's Civil Operations and Planning & Development teams.
- Contribute to emergency response planning and be part of the Council's natural disaster emergency response team and be available to respond in line with emergency procedures when required.
- Participate in the infrastructure after hours on call/remote response roster.
- Conduct other duties as reasonably required or requested.

WHAT COUNCIL IS LOOKING FOR

Essential

- Tertiary qualifications in Engineering, Infrastructure Management, Construction Management or substantial practical experience in a similar role.
- Demonstrated knowledge in interpretation and application of technical drawings, Australian Standards and guidelines relating to civil and building infrastructure works.
- Demonstrated experience in project delivery and contract management within the building and/or civil construction sector.
- Proven ability to prepare and write financial, administrative, procurement, contractual and other reports.
- Proven ability to apply judgement, analytical thinking and problem-solving skills to deliver projects and develop practical solutions.
- Demonstrated communication and interpersonal skills engaging with multiple stakeholders to deliver successful outcomes and provide a high level of customer service.

Desirable

- Knowledge of built infrastructure asset management principles.
- Experience working within a local government environment.

FURTHER INFORMATION

Prior to employment, successful applicants will be required to provide evidence of; eligibility to work in Australia; Class C Drivers Licence; NT White Card; relevant qualifications and licences and undergo a criminal history check.



THIS POSITION'S COMMITMENT TO THE COMMUNITY

City of Palmerston's vision is to create '*A Place for People*', where we focus on our strengths to ensure our city thrives into the future.

Our vision recognises the importance of valuing and investing in the natural environment, balancing economic imperatives and focussing on innovation to enable social transformation in our city. The Community Plan highlights the priorities for achieving these outcomes.

OUR CUSTOMER CHARTER

City of Palmerston is committed to our [Customer Service Charter](#) and all employees are expected to uphold this commitment within their role.