Port Augusta
CITY COUNCIL

Port Augusta City Council

POSITION DESCRIPTION



A new career waits for you...

APPLY NOW

EMPLOYMENT OPPORTUNITY

Port Augusta City Council

A new career is waiting for you…

PROJECT DELIVERY OFFICER

Civic Centre
Fixed Term Full Time Position

Our vision is to create and sustain a safe and vibrant Community where people want to live, work, play and visit. If you want to live in a sea-side country town, close to the Flinders Ranges and Outback and help it grow into a full Regional Centre we would be keen to discuss this opportunity with you.

THE ROLE

Working in the new Project Delivery team within the Infrastructure Department, the Project Delivery Officer will help plan and deliver a wide range of civil infrastructure projects for the Council. They will mainly support the Delivery Manager on capital projects and work closely with the Technical Services and Operations teams.

The successful applicant will have:

- Excellent verbal and written communication, including report writing and stakeholder engagement.
- Sound knowledge of civil engineering principles including road constructions and maintenance, sealing and resheeting, stormwater, buildings and other capital works.
- Diploma or degree in Civil Engineering, Construction Management, Project Management, Construction Sciences or a related discipline or a demonstrated equivalent experience in the delivery of civil infrastructure.
- Strong organisational and project management skills: preferably with experience across the project lifecycle with the ability to plan and manage multiple projects to time, cost and quality.
- Ability to read and interpret engineering drawings, specifications and contract documents.

The Position Description is available from Council's website www.portaugusta.sa.gov.au with enquiries to Dom Kafley, Manager Project Delivery on 8641 9100.

Applications must address the specified personal criteria in the position description. Applications are to be submitted to the Human Resource Officer, Port Augusta City Council, PO Box 1704, Port Augusta SA 5700 or emailed to admin@portaugusta.sa.gov.au

Application closing date 5:00pm, Friday 4 December 2026.

JOHN BANKS
CHIEF EXECUTIVE OFFICER
PORT AUGUSTA CITY COUNCIL

POSITION DESCRIPTION

OUR STRATEGIC VISION

To create and sustain a safe and vibrant Community where people want to live, work, play and visit.

OUR VALUES

These are the qualities that underpin the way we treat each other, the natural and built environment and all of the resources and materials we use in our daily lives. They will shape the Port Augusta that we have expressed in our vision.

- Respect and Social Cohesion
- Optimism and Confidence
- Courage
- Leadership

TITLE:	Project Delivery Officer
LEVEL:	Level 4 (General Officer)
STREAM:	South Australian Municipal Salaried Officers Award
DEPARTMENT:	Infrastructure

POSITION OBJECTIVE:

Working in the new Project Delivery team within the Infrastructure Department, these two Project Delivery Officers will help plan and deliver a wide range of civil infrastructure projects for the Council. They will mainly support the Delivery Manager on capital projects and work closely with the Technical Services and Operations teams. The roles offer aspiring project engineers and managers a strong pathway to senior positions, joining Council at an exciting time for project delivery.

REPORTING RELATIONSHIPS

This position reports to the Manager Project Delivery.

POSITION DETAILS

- Provide technical and project delivery support functions on a day-to-day basis with a focus on meeting critical requirements of the identified programs and projects: time, cost, quality and reporting requirements.
- Plan, manage and deliver assigned set of civil infrastructure projects within Council's annual Works Program and four-year Renewal Program, including roads, reseals, resheeting, footpaths, kerb and gutter, stormwater and drainage works, buildings, wastewater management systems and other council assets from inception through to handover.
- Develop project scopes, concept options, cost estimates, cash flow forecasts and delivery schedules.
- Develop and maintain project management plans and records in line with Council's record management policies and project management framework.
- Conduct site visits to assess project items as per the Works Program and assist the project delivery manager in building scopes of works and specifications where required.
- Review and coordinate engineering scopes, engineering and project management specifications, and design specifications prepared by consultants for constructability, compliance with relevant Australian Standards and Austroads guidelines, design life cost and in alignment with Port Augusta City Council's asset management objectives.
- Prepare scopes, undertake minor civil design where applicable, survey set-out and documentation where appropriate.
- Apply technical and first principles engineering skills as required to scope works and prepare schedules of quantities for the above-mentioned projects within the Works Program and other project items as directed from time to time.
- Prepare tender and quotation documentation and participate in procurement, tender evaluation and contract award in line with Council's Procurement Policy and the Local Government Act 1999.
- Act as contract administrator, including arranging site meetings, assessment of progress claims, verification of variations and alterations to the contract and extensions of time, notices, defects liability and practical completion, and report to the manager for actions as soon as they become available.
- Conduct site visits, conduct frequent surveillance of construction on site to ensure the works are in progress, delays are logged in, issues are addressed and site blockers discussed with the manager.
- Conduct site surveillance to ensure compliance with project contract; scope and specifications, drawings, work health and safety, traffic management and other site management requirements, inspection and test plans, hold points and witness points, and material testing requirements according to the project schedules. Ensure non-compliances are recorded and reported for early rectification.
- Ensure contractors comply with WHS, environmental and traffic management obligations, including review of Safe Work Method Statements, Construction Environmental Management Plans and Traffic Management Plans.
- Conduct site visits to assess, identify and mitigate project risks and issues, and escalate to the Manager Project Delivery where required.
- Coordinate with service authorities, consultants, contractors, internal asset and operations teams, and external agencies such as the Department for Infrastructure and Transport (DIT) and the public.
- Prepare community and stakeholder notifications and manage enquiries and complaints relating to works.

- Track project progress and prepare project status, budget and reports from time to time as requested, and manage milestone reporting and prepare acquittal reports for externally funded projects as required.
- Coordinate with the delivery and technical services managers and teams to ensure the contracted works are delivered to the highest of standards, the issues and lessons learnt are captured properly and contractor performance records are issued and recorded.
- Ensure consultant/contractor supplied information such as as-constructed drawings, reports, site maps, asset data and handover documentation are verified to be complete, correct and current and provided to the Technical Services team to update Council's asset registers and GIS/Asset management systems.
- Work collaboratively with the stakeholders and management teams to align construction programs with maintenance activities and plan for a minimum disruption to Council services and the community.
- Raise purchase orders and check and process invoices for payment in accordance with Council policy, processes and procedures and maintain accurate records about projects and costs.
- Exercise financial and contractual delegations only within the limits assigned by Council's delegations register, referring matters beyond those limits to the Manager Project Delivery.
- Assist the Manager Project Delivery in preparing various reports, briefing notes and responses to enquiries from stakeholders from within the council and outside about the Works Programs.
- Assist the manager Project Delivery prepare project schedules and progress dashboards.
- Conduct other duties within the reasonable technical reach of this position, as directed by the manager and the department from time to time.
- Participate and assist the Delivery Manager and the Infrastructure Department to contribute to continuous improvement particularly in the project delivery space – including systems, templates, tools, processes, procedures and lessons learned.

PERSONAL CRITERIA

3.1 Skills

3.1.1 Ability to read and interpret engineering drawings, specifications and contract documents.

3.1.2 Excellent verbal and written communication, including report writing and stakeholder engagement.

3.1.3 Strong organisational and project management skills: preferably with experience across the project lifecycle with the ability to plan and manage multiple projects to time, cost and quality.

3.1.4 Project contract management including progress works verification, claims and variations assessment.

3.1.5 Sound cost estimating and project budgeting skills including project tracking and cash flow forecasting.

3.1.6 Proficiency in planning and project management tools such as MS Project, Excel, MS word, Smartsheet (knowledge and skills in utilising Smartsheet, MS project and other scheduling suites desirable but not essential).

3.1.7 Sound judgement and problem solving skills, with the ability to identify issues and blockers early, recommend practical solutions and escalate to the Manager Project Delivery where required.

3.1.8 Demonstrated initiative and ability to work with minimal supervision.

3.1.9 Ability to build effective working relationships with contractors, consultants, service authorities, internal teams and the community.

3.2 Knowledge

3.2.1 Working knowledge of AutoCAD GIS (desirable).

3.2.2 Sound knowledge of civil engineering principles including road constructions and maintenance, sealing and resheeting, stormwater, buildings and other capital works.

3.2.3 Knowledge of the Work Health and Safety Acts and contractor obligations and construction safety management.

3.2.4 Working knowledge of Council procurement requirements and Council's policies.

3.2.5 Understanding of engineering principles and project delivery, design life costing, program development and compliance requirements.

3.2.6 Knowledge of quality assurance in civil construction, including ITPs, hold points, compaction and materials testing.

3.2.7 Knowledge of traffic management requirements for work sites and associated assessments prior to site mobilisations.

3.2.8 Knowledge of civil and building construction methods, materials and quality assurance practices.

3.3 Experience and/or Qualifications

3.3.1 Diploma or degree in Civil Engineering, Construction Management, Project Management, Construction Sciences or a related discipline or a demonstrated equivalent experience in the delivery of civil infrastructure.

3.3.2 Minimum of 3 years experience in civil infrastructure project delivery, construction supervision or contract administration.

3.3.3 Current Class C South Australian Driver's Licence.

3.3.4 Current Construction Induction Card (White Card).

3.3.5 Experience in the delivery of civil and/or building infrastructure projects (preferably with a working knowledge of local government environment).

3.3.6 Experience in preparing cost estimates, tender documentation and project reports.

3.3.7 Experience in on site construction supervision and quality assurance.

3.3.8 Experience working with consultants, contractors and service authorities on public infrastructure projects (desirable but not essential).

4. WORK HEALTH & SAFETY RESPONSIBILITIES

As an employee within Council you will lead by example and ensure compliance to the WHS Legislation, Australian Standards, Codes of Practice and Council Policies and procedures.

You will hold Council and your team accountable to the same standard expected of yourself and manage accordingly.

Compliance with all Workplace Health and Safety, Risk and Return to Work Management Systems and attending/participating in training and meetings.

Risk Awareness, responsibilities and accountabilities:

- Part of risk awareness is actively encouraging employees to report potential issues and making this process easy. Create and share a clear protocol for reporting within your organisation to identify threats before they escalate.
- Manages risk within their area of influence
- Follows risk management policy and procedures
- Participates in a risk-aware culture
- Assesses new risk and monitor change in known risks
- Contributes to the continuous improvement of risk management frameworks, processes and culture.

5. SPECIAL CONDITIONS

- Some out of hours work may be required.
- Successful medical clearance prior to commencement of employment.
- Successful completion of a three month probation period from commencement of employment.
- Must be prepared to undertake training from time to time including after hours if appropriate and off-site training if required.
- General Probity Screening Clearance through the Department of Human Services.
- This position is contracted until 30/11/2029.
- This role will require significant time on work sites for inspections and supervision depending on project progress and demands at the time. Site inspections may occasionally be required outside normal working hours, including early mornings, nights or weekends, to suit construction activities.

6. CONFIDENTIALITY

Security and confidentiality is a matter of concern for all persons who have access to Council information. Each person accessing the Port Augusta City Council documents and resources holds a position of trust relative to this information and must recognise the responsibilities entrusted in preserving the security and confidentiality of this information. Therefore, all persons who are authorised to create or access documents and resources must read and comply with the following standard:

6.1 Respect the privacy and rules governing the use of any information accessible through the Council network and only utilise information necessary for the performance of work duties.

6.2 Not seek personal benefit or permit others to benefit personally by any confidential information or use of equipment available through the job description.

6.3 Not access, exhibit or divulge the contents of any records or reports except to fulfil work duties.

6.4 Not knowingly include or cause to be included, or exclude or cause to be excluded, in any records or reports, an inaccurate or misleading entry.

6.5 Persons breaching this standard may be subject to penalties, including disciplinary action and dismissal.

7. ACCOUNTABILITY

7.1 The incumbent at all times shall reasonably communicate courteously and sensitively with fellow workers, members of the Council, contractors, visitors and the general public.

7.2 The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with Port Augusta City Council's Records Management Policy, other related policies and the State Records Act 1997.

7.3 Personnel who undertake duties for higher level positions, you are accountable for ensuring that in accepting the back-up position, that the WHS & Legislative – Position Responsibilities Register is referred to, to identify all responsibilities that will be required to be undertaken while in the back-up position, to provide going compliance with the WHS Management System.

7.4 Personnel with responsibilities influenced by legislation are accountable for identifying and responding to legislative change that includes Acts, Regulations, Australian Standards, Code of Practice, Guidelines and Agreements relevant to their position or profession and taking appropriate action to ensure compliance. Such responsibilities are defined in Council's WHS & Legislative – Position Responsibilities Register.

8. OUR VALUES

These are the qualities that underpin the way we treat each other, the natural and built environment and all of the resources and materials we use in our daily lives. They will shape the Port Augusta that we have expressed in our vision. As an employee you will play a key role in demonstrating these values:

- *Respect and Social Cohesion*
  Respect is fundamental to building a strong, socially cohesive community. We nurture respect when we find ways to work together on particular actions that address our shared concerns.

- *Optimism and Confidence*
  We will face the future with a positive attitude drawing on our collective strengths and our shared history of struggle and triumph.

- *Courage*
  We are not afraid to face the hard issues and work through them together. We are prepared to take calculated risks to move towards a better future.

- *Leadership*
  We commit ourselves to nurturing leadership in our children and young people, valuing their contributions as citizens of our city.

These are assessed on an ongoing informal basis, and formally through our Professional Development Review process.

9. ACKNOWLEDGEMENT

Employee Name: _____

Signature: _____

Date: _____

Human Resources Department Use Only

Date Commenced with Council:

Date Commenced this Position:

Request to Fill Vacancy: AR26/61983

Position Description Prepared 05/11/2026