



**Anindilyakwa  
Land  
Council**

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## **VACANT POSITION**

### **Infrastructure Project Coordinator**

The Infrastructure Project Coordinator is responsible for coordinating and overseeing light industrial/commercial projects and residential housing development projects for ALC on the Groote Archipelago. This role will have responsibility for coordinating work on-site, as well as planning and administrative functions for the projects, ensuring projects and developments run on time, within scope and on budget.

#### **Role & Responsibilities:**

##### **Project Management**

Oversee all aspects of building projects as directed, ensuring that quality, safety and cost standards are in line with ALC policies, procedures and legislative requirements

- Consult with planners and architects to estimate the cost of projects and required materials
- Assist with coordination of building materials and troubleshoot supply issues to avoid project delays
- Build relationships with key stakeholders and hold regular progress meetings to ensure project costs and timelines are on track
- Manage costs associated with projects and ensure projects remain within established budget
- Develop detailed project plans, set project timelines and work with subcontractors to ensure key milestones are achieved by defined target dates
- Ensure all compliance requirements are met including the securing of building permits, verifying subcontractor licenses and adherence to building codes
- Work with subcontractors to proactively identify areas of risk that may negatively impact project targets and put plans in place to mitigate and resolve issues
- Provide project progress updates and reports to Management
- Conduct quality audits to ensure building standards of projects are to a high standard
- Oversee site managers, providing guidance and direction as required

##### **Workplace Health & Safety**

- Foster a workplace culture of "Safety First"
- Ensure all site personnel and contractors comply with all company WH&S policies and procedures and legislative requirements
- Ensure all required signage, barricading and safety controls are put in place prior to work commencing and remain in place until works are completed



- Work with the Site Managers and subcontractors to identify and address any Environmental, Workplace Health and Safety concerns. Notify CEO of any major breaches
- Ensure all incidents, injuries and near misses are reported, investigated and corrective actions implemented. Notify CEO of any major breaches
- Ensure work sites are secure at all times
- Ensure unauthorised persons do not access premises
- Conduct Safety Toolbox sessions with employees, work site directors and subcontractors

**Selection Criteria:**

1. Strong project management skills with the ability to manage multiple high priority tasks simultaneously.
2. Demonstrated experience managing projects and ensuring projects run on time, within scope and on budget.
3. High level of interpersonal skills together with an ability to communicate effectively at all levels and a proven record of developing and maintaining effective relationships across an organisation, with subcontractors and other stakeholders.
4. Demonstrated experience overseeing building site compliance; in depth knowledge of the construction industry, building codes and legislative requirements.
5. Experience developing and managing project budgets, ensuring all projects remain on budget and all financial reporting is compliant with organisational and legal obligations.
6. Demonstrated experience overseeing Workplace Health & Safety requirements for a work site.

To apply for this position, please send in your resume and cover letter to [humanresources@alcnt.com.au](mailto:humanresources@alcnt.com.au) by COB Wednesday 20 March 2019.

