

POSITION DESCRIPTION

Job Title:	Infrastructure Officer
Responsible to:	Infrastructure Manager
Works Closely With:	All Staff
Directly Supervises:	Recurrent Works Team
Primary Objectives:	<p>Ensures that outstation and town camp services are provided as per the guidelines from funding agencies;</p> <p>Assists in managing the assets, equipment, and infrastructure as per the funding guidelines;</p> <p>Assists in Quality Assurance audits on various works on outstations and town camps;</p> <p>Assists in the scheduling of municipal and essential services daily works; and</p> <p>Performs the roles and functions of the organisation's Safety Officer.</p>
Context Statement:	<p>Ingkerreke Services is the funded Housing, Municipal & Essential Services provider for 211 properties spread across 45 outstations, the nearest being 25km from Alice Springs and the most distant being 300km from Alice Springs. This includes an MoU arrangement with Ngurratjuta's 7 Outstations. In addition, Ingkerreke provides Municipal & Essential Services on 11 town camps in Alice Springs.</p>

Key Responsibilities:

1. Assist in the management of the Recurrent Works Team, including scheduling and completion of works, creating purchase order requests, issuing uniforms and safety equipment, collating timesheets and general administration duties.
2. Assist the Infrastructure Manager to maintain an up-to-date register of power, water, waste management, and other related infrastructure and arrange servicing as required.
3. Provide overall safety and environmental management, including minimisation of risk and fulfilment of requirements from the Work Health and Safety Act and the Environmental Protection Authority Act.
4. Provide fleet management, including coordinating and documenting mechanical checks, servicing, and regular vehicle inspections.
5. In accordance with procedures and/or as directed by issued work orders, organise works internally or with external contractors.
6. Assist in recruiting and training new Recurrent Works Team Members.
7. Maintain stock of parts and materials in order to conduct basic repairs and maintenance on site visits where appropriate.
8. Assist the Infrastructure Manager to conduct Quality Assurance audits on a regular selection of works.
9. Monitor and maintain Corporation owned properties including ground and building maintenance.

Selection Criteria:

Essential

1. Knowledge and understanding of the needs of clients and of the requirements of funding agencies.
2. Proven ability to manage, prioritise and plan work to meet deadlines, utilising initiative, leadership and problem-solving.
3. Demonstrated high level of computer competency, including prior use of Word, Excel, Outlook, and Mainpac or similar databases.
4. Excellent negotiation and communication skills, both written and oral.
5. Demonstrated experience in developing and maintaining effective client and stakeholder relationships, including the ability to work effectively with both government agencies and non-government organisations.
6. Proven ability to work independently and as part of a cross-cultural, multi-disciplined and high-performing team.
7. Commitment to developing a positive workplace and cohesive team, in addition to fostering a safe work culture and to applying modern OH&S practices.
8. Ability to supervise, mentor and train an apprentice or other support staff.
9. Have a current NT Driver's License, ideally holding a Heavy Rigid (HR) Licence or willing to obtain one.
10. Be willing to travel to regional and remote areas overnight for short periods or as required.

Desirable

1. Have a trade or other relevant qualification.
2. Experience in the delivery of municipal, essential and housing services to outstations, communities and/or other remote locations.
3. Experience in performing the roles and functions of a Safety Officer.
4. Willingness to undergo professional development as required.