

ROLE DESCRIPTION (ASO7 – ASO8)

ROLE TITLE: Infrastructure Project Manager CLASSIFICATION: ASO-7 EMPLOYMENT TYPE: 1.0 FTE 2 year Term Contract	TEAM: Sustainability LOCATION: Collinswood DATE: October 2025
REPORTS TO: CFO	ROLES REPORTING TO THIS ROLE: None BUDGET: \$5m (specified infrastructure, WHS and ICT projects)
ROLE PURPOSE: The Infrastructure Project Manager is responsible for delivering infrastructure, ICT and fleet projects and maintenance program. This role ensures the successful development, delivery and management across all Country Arts SA sites, is the key point of reference and resolution of issues and the effective management of project expenditure, resources, schedules, WHS and risk management.	
KEY OUTCOMES OF ROLE: <ol style="list-style-type: none"> 1. Lead and manage project planning and comprehensive maintenance for the delivery of multiple concurrent infrastructure, ICT and fleet projects across all Country Arts SA sites, preferencing regional procurement where possible. 2. Exercise high levels of project management expertise to identify issues, formulate solutions and propose initiatives, which assist in the effective delivery of positive project outcomes, procurement, WHS and risk management. 3. Manage projects, a maintenance program and business-as-usual for the organisation's infrastructure, including reporting on budgets, status/progress, outcomes and risks, and development and implementation of innovative and tailored solutions. 4. Work with delivery partners to ensure each partner understands their role and responsibilities and what they need to achieve to meet project milestones on time and to the required quality in a manner that fosters initiative and teamwork. 5. Ensure all required documentation is developed and maintained, in accordance with agreed methods and standards, throughout the project allowing effective handover to business as usual operations prior to implementation. 6. Develop and maintain highly effective relationships with relevant internal managers, delivery partners, key Government and private sector organisations to influence and ensure achievement of critical infrastructure goals and objectives. 7. Contribute to achieving the Strategic Plan, Reconciliation Action Plan, Equity Plan and all other organisation wide plans. 	
KEY RELATIONSHIPS: <ul style="list-style-type: none"> ▪ Internally: Work closely with the CFO and Leadership team; members of the Arts Centres and Sustainability teams. ▪ Externally: Work closely with key external stakeholders in Government, business sector, including local regional suppliers. 	
SPECIAL CONDITIONS: <ul style="list-style-type: none"> ▪ Occasional out of hours work and/or intrastate travel may be required ▪ Hold a current Australian Driver's Licence ▪ Required to participate in the Country Art's Staff Development Review Process and achieve performance targets as negotiated and mutually agreed with the line manager. 	

KEY SELECTION CRITERIA:

- Experience in applying expert project management knowledge to effectively lead and undertake complex infrastructure, ICT and fleet projects, to time and cost constraints, implementing effective project implementation and governance processes, whilst ensuring organisation wide strategies and objectives are achieved.
- Excellent interpersonal and communication skills, in particular the ability to communicate on complex business and project issues, with proven ability to lead meetings, facilitate groups, and prepare effective written reports, papers and business cases.
- Experience communicating complex and technical information into understandable and approachable messages that demonstrates an understanding of the organisation's terminology.
- Ability to comprehensively consider the issues facing multiple stakeholder groups when evaluating problems to devise solutions and prioritise those that deliver the maximum weighted benefits, considering multiple interlinked problems.
- Experience driving continuous improvement by proactively identifying areas for enhancement, implementing changes, and fostering a culture of innovation, whilst engaging in risk management and quality assurance processes to quantify delivery risks and impact of scope creep.
- Ability to lead high performing, diverse, innovative and collaborative working groups consisting of staff from across teams to create, develop and manage projects, stakeholder relationships and expectations based on best practice.

DESIRABLE:

- Experience working regionally, with First Nations peoples and intersectional groups.
- Appropriate tertiary qualification or demonstrated experience in a related profession.

YOU DEMONSTRATE OUR VALUES:

Four principles inform our decisions and approach:

- **Regional communities and art at our heart:** We are led by regional South Australian communities and artists. We ask, listen and respond.
- **Making connections:** We bring people together for conversations and collaborations.
- **Celebration and education:** We make and present work that celebrates South Australian stories and places, artists and communities, and/or that raises awareness of their issues.
- **On the ground and sticking around:** We know trust takes showing up and time. Our team is based all over South Australia. We build deep, long-term relationships. Our work takes as long as it takes.

WORK HEALTH AND SAFETY OBLIGATIONS:

- Maintain a commitment to the Work Health and Safety Act 2014 legislative requirements.
- Proactively promote and follow workplace safety procedures and contribute to creating a safe working environment.
- Accept responsibility for your own and other's safety.
- Actively participates in consultation about work, health, and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

CORPORATE RESPONSIBILITIES:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the *Public Sector Act 2009*, Ethical Conduct and the Code of Ethics for *South Australian Public Sector* and their legislative requirements.
- Supporting and advocating Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. Maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other underrepresented groups.

CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION:

Develops Strategic Thinking

- Demonstrates big picture thinking to develop and maintain strategic direction
- Inspires and influences others towards achieving organisational goals and business objectives
- Develops and oversees the implementation of change initiatives in a sometimes-uncertain environment
- Anticipates and identifies problem areas. Rapidly defines, objectively analyses, and solves highly complex ambiguous problems
- Understands the organisations objectives and links between the business unit, the organisation, the whole of government policy agenda and public service values

Achieves Results

- Builds a high performing team that makes effective use of individual/team capabilities & drives effective outcomes
- Looks outside of organisational silos to identify resources and uses evidence, knowledge, and experience to deliver the best results
- Adheres to, interprets, and explains Public Sector legislation, regulations and policies and manages compliance across all areas of the Business Unit
- Manages own & others project performance & takes action to improve the delivery of quality outcomes
- Values specialist expertise and creates an environment conducive to the sharing and effective utilisation of professional knowledge and skills

Drives Business Excellence

- Continually searches for and champions new and innovative ways to add value linked to organisational outcomes. Embraces change
- References and utilises market trends, developments, and economic/legislative changes to meet current and future organisational needs
- Inspires ongoing learning. Sets clear performance standards and gives timely recognition for good performance. Manages under performance promptly
- Proactively drives outstanding customer service through understanding needs
- Manages expenditure & oversees procurement, ensures security of systems, deploys resources appropriately

Generates Genuine Partnerships

- Establishes credibility and negotiates persuasively. Offers a convincing rationale which has been carefully positioned against organisational outcomes
- Uses appropriate strategies to prevent, manage and resolve conflicts and disagreements promptly
- Facilitates a collaborative approach and promotes a positive environment to share information, encourage ideas and stimulate open discussion
- Demonstrates and models the values in creating partnerships across the business, and developing effective networking opportunities
- Confidently presents complex information in a clear & articulate manner tailored to meet the needs of the audience

Role Models Personal Drive and Professionalism

- Maintains the highest level of integrity to embed ethical practice and organisation's values into the culture
- Raises and challenges important issues constructively and stands by own position when challenged. Accepts accountability for mistakes and ensures corrective action is taken
- Persists and focuses on achieving objectives through pressure, responding positively & in a controlled manner
- Demonstrates a high level of self-awareness and can identify areas in which own capabilities complement others. Strives for continual learning
- Promotes & develops an inclusive workplace culture that values & respects diversity and individual differences
- Advocates and drives standards for the safety and wellbeing of self and others