JOB DESCRIPTION

Position Title	Project Management Officer Manager		
Position Number	39826	**Location**	Darwin
Designation	Band 4 Administrative and Corporate Services		
Reports To (Position Title)	Manager Finance		

Northern Territory Government

Information for Applicants	**Applications must be limited to a one-page summary sheet and an attached resume/cv.** For further information for applicants and example applications see: Click Here
Special Measures	Territory Generation values diversity in the workplace that represents the community. Therefore, under an approved Special Measures Plan, eligible Aboriginal and Torres Strait Islander (Aboriginal) applicants will be granted priority consideration for selection. For more information on Special Measures, go to the OCPE website.
Information about Selected Applicant's Merit	If you accept this position, a summary of your merit (including work history, qualifications, experience, skills, etc.) will be provided to other applicants to enable transparency and understanding of the decision. For further information see: Click Here

Organisational Context

Territory Generation is a Government Owned Corporation that was formed in 2014. We produce the majority of the electricity to provide power to the people of the Northern Territory. Our vision is to be the Northern Territory's trusted and respected energy services business.
Our actions, words and behaviours are guided by a core set of values that form the foundation of everything we do. Our values are **Focus, Integrity, Respect, Safety and Teamwork (FIRST).**
We recognise that individually, our employees offer unique value and perspective and we are committed to a workplace that supports people from all backgrounds.

People Leader Responsibilities

As a leader of people you are accountable for coaching, developing and leading your people to achieve agreed objectives which contribute to the shared vision for Territory Generation. You actively demonstrate the organisation's values and hold your team accountable for their performance and behaviour. Key responsibilities include:

Focus	• Demonstrates a sound awareness of the Vision and objectives of the Corporation. • Place highest priority on organisational goals and anticipate effects of own area plans, actions and objectives on other departments. • Drive for results – ensure team goals and objectives link back to the organisational objectives and adjust with the needs of the business. • Establish and monitor performance objectives for self and subordinates which support the organisational goals. • Provide timely appropriate feedback on performance. Reinforce efforts and progress and ensure ineffective performance or behaviour is effectively managed. • Remain self-disciplined and calm under pressure, develop realistic timelines and action plans to achieve agreed goals;
Integrity	• Demonstrate the organisation's values. Help subordinates understand the organisation's vision and values and their importance; • Conduct business in line with the values and high ethical standards – considers values in all business interactions; • Ensures compliance with legal, governance and policy requirements; • Deliver on commitments – where commitments cannot be delivered on, communicates openly and honestly and sets new timelines for delivery.
Respect	• Actively listen and seek information to understand circumstances, problems, expectations or needs of team mates and subordinates to improve working relationships; • Actively support organisational goals and change initiatives – identify subordinate concerns and address in a timely manner; • Look for opportunities to reinforce and recognise the importance of accomplishment by individuals and teams in supporting the Values through their actions.
Safety	• Actively promote safe work behaviours to reinforce a positive safety culture • Ensure safety KPIs are established and achieved in own area; • Challenge unsafe behaviours and recognise good safety behaviours; • Monitor safety performance ensuring team takes ownership of their safety performance.
Teamwork	• Build positive working relationships within own team and other areas to help achieve team/department goals; • Coach and guide direct team to accomplish work and team objectives by setting specific performance goals and following up as necessary; • Encourages subordinates to be accountable and take responsibility for actions. • Take an active interest in the goals and progress of other departments/areas/teams. • Focus on personal growth and establish development plans to address gaps and which will help the achievement of performance goals.

Role Responsibilities

You will be responsible for managing the Project Management Office and providing governance, reporting and assurance oversight of Territory Generation's project portfolio.

Your accountabilities include the following:

1. Develop, maintain and improve Territory Generation's project management frameworks and Methodologies.
2. Provide high-level advice to senior leadership, including the Project Governance Committee, on the project portfolio and project management and governance frameworks.
3. Establish and maintain governance arrangements for multi-disciplinary teams to deliver projects on behalf of the organization.
4. Manage and coordinate the identification, prioritisation and governance of project initiatives, considering strategic objectives, available resources and organisational delivery capability.
5. Monitor and facilitate the governance, reporting, assurance and benefits realisation of ongoing projects in accordance with the company's project management framework.
6. Provide high-level quality assurance, governance and assurance advice in relation to project functional briefs, business cases and project approval documentation.
7. Ensure the capital and operational project portfolio are delivered in accordance with the statement of corporate intent.
8. Develop, maintain and continuously improve portfolio budgeting, forecasting and reporting processes. .
9. Ensuring alignment between Territory Generation's strategic objectives, asset strategy and capital portfolio.
10. Carry out duties in accordance with Territory Generation's safety, environmental and quality policies, safety principles, corporate values and strategies.

Selection Criteria

Essential

1. Proven ability to provide high level advice and project management expertise for the initiation, governance and delivery of complex projects and programs.
2. Proven strong organisational skills, specifically the ability to manage diverse workloads, prioritise commitments and meet critical deadlines while maintaining quality standards.
3. Demonstrated experience managing complex portfolios across different systems
4. High level strategic leadership and resource management skills with proven ability to lead and motivate a team in a complex organisational environment.
5. Ability to understand, analyse and interpret policies, legislation, business plans, budgets, forecasts and financial reports.
6. High level written and oral communication and negotiation skills including a proven ability to develop and present complex reports, submissions, and correspondence.
7. High level knowledge of quality assurance and risk management.
8. Demonstrated high level knowledge of best practice project management methodologies and their practical utilisation to deliver successful outcomes.
9. Proven ability to manage and oversee complex capital and operational project portfolios, including portfolio governance, prioritisation, forecasting, budgeting, reporting, and performance monitoring
10. Ability to carry out duties in accordance with Territory Generation's safety, environmental and quality policies and corporate values and strategies.

Desirable

1. Qualifications in a relevant field such as project management, portfolio management, program management, governance or related discipline).
2. Professional certification in project, portfolio or governance disciplines (e.g. PMP, PRINCE2, MSP, MoP, P3O, AICD or equivalent).

Direct Reports

- PMO Coordinator

Key Internal Relationships

- Executive Leadership Team
- Business Unit Managers
- Corporate Services Managers
- Project Sponsors
- Principal Engineers (Mechanical, Electrical & Control Systems)
- Manager Technology & Cyber Security
- Executive Director Major Projects Delivery
- Project Governance / Investment Review Committees

• Project Steering Committees • Manager Finance • Project Managers
Key External Relationships
• Consultants • Contractors

No. of Employees Reporting (approx)	1

FURTHER INFORMATION	
The successful applicant will be required to provide a national police check. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history. **The preferred candidate is required to undertake a pre-employment medical and employment is conditional on the outcome.**	
Approved October 2026	**Manager Finance**
Closing Date: 09/11/2026	**Online URL:** **https://jobs.nt.gov.au/Home/JobDetails?rtfId=359295**