

# Position Description

Position Title	Project Officer
Department	Corporate Projects
Reports to	Manager Corporate Projects
Grade	9
Date reviewed	May 2020

## Primary Purpose





Support the delivery of a range of projects undertaken across the organisation ensuring they are delivered in an efficient, effective and safe manner.

The incumbent will lead Council's vision as "A Trusted Community Partner", promote the values which support this: Solutionary, Together, Accountable, Innovative, Caring, and use these to guide decisions, actions and conduct.

## Key Accountabilities

- Deliver administrative support to the Corporate Projects portfolio
- Support the project management lifecycle including project initiation, planning, execution, monitoring, control and closing ensuring projects are compliant with legislative and quality requirements and delivered effectively
- Develop and maintain a strong working interface with other portfolios across the organisation to ensure the efficient, effective and safe delivery of projects by the organisation
- Establish and maintain stakeholder relationships through effective communication to ensure project deliverables are met
- Monitor own work performance and progress towards the delivery of work plan goals
- Use resources efficiently, effectively and responsibly to complete tasks that either contribute to or directly deliver services
- Support cross-functional collaboration through information sharing and knowledge transfer to drive evidence-based decision making, enhance capability and optimise capacity
- Support an agile, solutions-focused, accountable and collaborative culture that facilitates workforce engagement, empowerment and performance
- Contribute to the performance of Council: demonstrate professional conduct, make the best use of knowledge, experience and skills and be accountable for own decisions and actions
- Contribute to a safe workplace: comply with legislative and organisational requirements and be accountable for own decisions and actions

The employee is required to undertake any other duties, projects or tasks as directed by the Manager Corporate Project, which are within their skills, competence and training.

Position Capabilities		
Capability Group	Capability Description	Level
 Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Adept
 Relationships	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Adept
 Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Adept
 Resources	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Adept

Essential Criteria
<ol style="list-style-type: none"> <li>1. Certificate IV qualification in Project Management or a related discipline with minimum two years contemporary experience in a similar role.</li> <li>2. Demonstrated experience supporting the delivery of projects.</li> <li>3. Demonstrated ability to interpret and apply relevant legislation.</li> <li>4. Ability to exercise initiative, discretion and judgement in working both independently and as part of a team.</li> <li>5. Proven ability to develop and maintain positive internal and external stakeholder relationships to achieve outcomes that contribute to the achievement of the organisation's strategic goals.</li> <li>6. Demonstrated experience in the use of a range of computer software programs in particular the Microsoft Office Suite with the ability to maintain a high standard of project documentation for reporting, monitoring and evaluation purposes.</li> <li>7. General Construction Induction (White Card).</li> <li>8. Class C Drivers Licence.</li> </ol>

The position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct, including but not limited to, the contract of employment, Code of Conduct, delegations of authority, legislation, regulation, policy, procedure, process, standards and plans.

I have read and understand the above requirements and accountabilities of this position.

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Name (please print)

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Signature

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Date