

POSITION DESCRIPTION

Position Title:	Project Support Officer
Position Number/s:	OCEO-017
Employment Type:	Full Time, Permanent
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement 2023
Award:	Queensland Local Government Industry (Stream A) Award 2017
Classification:	Level 3
Directorate:	Office of the Chief Executive Officer

POSITION OBJECTIVE

Under general direction, this position is responsible for providing effective administrative and logistical support for the day-to-day activities in the Project Management Office (PMO). This will entail providing assistance with the implementation of PMO policies and processes across all phases of project lifecycle management and as well as facilitating the grant application and management process.

The Project Support Officer is expected to perform a range of customer service duties, provide general administrative support, and assist with the lifecycle management of Council's portfolio of projects/programs and grant based activities.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Project Management Office (PMO) Manager
Directly supervises:	Nil

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

KEY RESPONSIBILITIES

1. Provide administrative support in each phase of the project lifecycle in accordance with the requirements of the Project Management Framework:
 - a. Project Initiation.
 - b. Project Planning.
 - c. Project Implementation and Monitoring.
 - d. Project Closure.
2. Collaborate with program/project managers, coordinators, and internal and external stakeholders to support the effective facilitation of the end-to-end grant application and management process during:
 - a. Project Planning.
 - b. Fund sourcing.
 - c. Grant submission development.
 - d. Grant application submission.
 - e. Grant award negotiations.
 - f. Execution of the Grant Agreement (including milestone reporting).
 - g. Project Closure.
3. Assist the development, evaluation, consultation and shaping of grant applications, ensuring applications meet community and Council needs and funding eligibility requirements.

POSITION DESCRIPTION

4. Provide support on appropriate grant programs and application processes to support the funding of approved projects.
5. Assist with the review and update of the Project Management Framework as required.
6. Provide administrative assistance to develop project management documentation, reports and correspondence relative to Council's Project Management Framework requirements.
7. Maintain registers, schedules, intranet content and reports to support Program Management Office functions, activities and administrative requirements.
8. Provide support in organising meetings and attend meetings where necessary to take minutes.
9. Maintain records, administrative systems, registers and databases to enable information gathering and timely completion of tasks or projects.
10. Provide relief duties during absences of the Projects Officer.
11. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the Work Health and Safety Act 2011. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Officers also have obligations to ensure consultation takes place for issues and changes that may impact safety. Officers have a duty to exercise due diligence to ensure the organisation complies with the applicable laws.
12. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- Minimum of 2 years' high level administration experience in relevant discipline/s, such as in project administration and/or executive support services.
- Demonstrated high level proficiency in the use of desktop software applications including Word, Excel and email systems, and the ability to utilise finance and records management system, to prepare a wide range of correspondence and documentation including letters, submissions, presentations and reports.
- Excellent communication (oral and written) and interpersonal skills with a strong focus on the provision of quality customer service.
- Demonstrated, well-developed time management skills with the ability to work under pressure and meet concurrent deadlines.
- Ability to maintain confidentiality at all times.
- Ability to exercise judgement and initiative where procedures are not clearly defined.
- Ability to contribute to team direction, provide and receive feedback and achieve agreed performance standards to contribute to a culture of performance excellence.

| Education/Qualifications |

Essential:

- Certificate IV Business Administration and/or equivalent relevant experience.

Desirable:

- Tertiary qualification in Governance or Project Management.
- Experience in a government environment.

| Licences |

Essential:

- Possession and maintenance of a Queensland 'C' Class Driver Licence.

POSITION DESCRIPTION

PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

- This position is primarily an indoor role and requires sufficient physical ability to work in a shared office setting, which involves prolonged periods of sitting and/or standing at a desk and operating a computer and telephone.
- This position is required to carry out light to moderate manual handling, bending, kneeling, twisting, squatting, lifting, and carrying.
- This position may require the incumbent to undertake periodic field visits.
- This position may be required to travel.

Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Councils P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Manager: _____ **Signature:** _____
(Name)

Date: _____

CEO: _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____