

<b>Position Title</b>	Project Support Officer
<b>Department</b>	People and Performance
<b>Unit</b>	Human Resources
<b>Team</b>	HR Projects
<b>Supervises</b>	0
<b>Reports To</b>	Team Leader HR Projects
<b>Grade Range</b>	F
<b>Date Prepared</b>	13/08/2021
<b>Date Last Updated</b>	20/01/2025

## Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

## Primary purpose of position

The primary purpose of the Project Support Officer position is to undertake a range of project research, analysis, reporting, implementation and administrative activities to support the development and delivery of projects, in line with established project plans and objectives. Further, the Project Support Officer also provides administrative support to the Manager Human Resources.


## Accountabilities

- Undertake basic research and analysis and contribute to the preparation of project plans to support informed decision making and planning
- Manage inquiries and prepare quarterly reporting for Council's Managed Service Provider (MSP).
- Communicate with relevant stakeholders to provide updates regarding project status and implementation issues
- Assist the Project Team to complete tasks and implement project plans to ensure agreed outcomes are achieved
- Update and collate documentation and records regarding relevant issues, policies and practices to ensure the delivery of projects within agreed timeframes
- Undertake small projects with the guidance of a HR Project Lead
- Provide a range of administrative services, including coordinating meetings, preparing papers and PowerPoint presentations, to support project management delivery
- Develop organisation-wide communication in accordance with a developed communication plan on a range of projects.
- Undertake a range of administrative tasks not directly related to project delivery, including the registration of emails and documents in Council's Records Management System, drafting correspondence and letters and other administrative support activities required by the HR Leadership Team
- Support the monitoring of key projects and milestones in accordance with timeframes
- Other duties as requested or required of the Team Leader HR Projects and/or Manager Human Resources

## Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

### Capability Profile – Council Officer

Capability Group	Capability Name	Level
 <b>Personal Character</b>	<b>Lead Self</b>	Adept
	Display Resilience	Intermediate
	Act with Integrity	Adept
	Safety and Accountability	Intermediate
 <b>Relationships</b>	Communicate and Engage	Intermediate
	Customer and Community Focus	Adept
	<b>Work Collaboratively</b>	Adept
	Influence and Negotiate	Intermediate
 <b>Results</b>	<b>Plan and Prioritise</b>	Intermediate
	Think and Solve Problems	Intermediate
	Innovate and Improve	Intermediate
	Deliver Results	Intermediate
 <b>Resources</b>	Finance	Intermediate
	Assets and Tools	Intermediate
	<b>Technology and Information</b>	Intermediate
	Procurement and Contracts	Intermediate
 <b>People Leadership</b>	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

## Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

### CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
<b>Personal Character</b>		
Lead Self	Adept	<ul style="list-style-type: none"> <li>• Initiates action on team/unit projects, issues and opportunities</li> <li>• Accepts and tackles demanding goals with drive and commitment</li> <li>• Seeks opportunities to apply and develop strengths and skills</li> <li>• Examines and reflects on own performance</li> <li>• Seeks and responds well to feedback and guidance</li> </ul>
<b>Relationships</b>		
Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>• Contributes to a culture of respect and understanding in the organisation</li> <li>• Creates an atmosphere of trust and mutual respect within the team</li> <li>• Builds cooperation and overcomes barriers to sharing across teams/ units</li> <li>• Relates well to people at all levels and develops respectful working relationships across the organisation</li> <li>• Identifies opportunities to work together with other teams/units</li> <li>• Acts as a resource for other teams/units on complex or technical matters</li> </ul>
<b>Results</b>		
Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> <li>• Participates constructively in unit planning and goal setting</li> <li>• Helps plan and allocate work tasks in line with team/project objectives</li> <li>• Checks progress against schedules</li> <li>• Identifies and escalates issues impacting on ability to meet schedules</li> <li>• Provides feedback to inform future planning and work schedules</li> </ul>

Resources		
Technology and Information	Intermediate	<ul style="list-style-type: none"> <li>Shows confidence in using core office software and other computer applications</li> <li>Makes effective use of records, information and knowledge management systems</li> <li>Supports the introduction of new technologies to improve efficiency and effectiveness</li> </ul>

\* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

### Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

### Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

### Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

### Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

### Qualifications and Experience

#### Essential Qualifications

- Tertiary qualifications in Administration/Project Management, or related discipline and/or relevant experience
- Class C Drivers License

#### Essential Experience

- Strong time management and prioritisation skills
- Ability to work autonomously and as part of a team
- Sound communication and collaboration skills
- Strong administrative skills, including the use of MS Office products
- Experience working in a HR environment

#### Desirable Qualifications and or Experience

- Previous Local Government experience

<b>HUMAN RESOURCES USE (SELECT YES OR NO)</b>	<b>YES</b>	<b>NO</b>
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>