Position Title	Project Officer
Department	City Future
Unit	City Plan and Infrastructure
Team	Project Management Office
Supervises	0
Reports To	Team Leader Project Management Office
Grade	G
Date Prepared	9/09/2025
Date Last Updated	11/09/2025

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 Project Officer is responsible for maintaining CBCity's Project Management Framework and ensuring its effective application across Council's capital works program and related projects. This includes supporting the accurate capture, tracking, and governance of project activities to ensure alignment with the Project Management Framework and the successful delivery of infrastructure and community-focused outcomes.

The role works collaboratively with business units across Council to guide projects through each stage of the project lifecycle, identify opportunities for improvement, and support the implementation of planned improvement initiatives.

By providing oversight and coordination, the role ensures that programs and projects remain aligned with Council's broader strategic objectives and deliver value to the organisation and community.

Accountabilities

- Foster a collaborative and partnership-based approach across the organisation and with key stakeholders to support the effective application of Council's Project Management Framework.

- Oversee and manage project systems and documentation processes.
- Ensure the timely and appropriate management of project information in line with established structures, processes, and governance requirements.
- Update all information relating to process mapping, process improvement, project management activities, and templates on the PMO Intranet Page.
- Support key stakeholders to create and actively update project plans.
- Identify and monitor cross-project dependencies in collaboration with the Project Manager, ensuring they are actioned and reflected at each stage of project lifecycle.
- Actively review project status reports for all projects and escalate issues to the PMO Team Leader.

- Actively review risks, issues and change-control processes and assist the Project Manager at each stage of the project to ensure that up-to-date and relevant information is adequately reflected in Gateway Review Panel documentation.
- Gather and consolidate data, insights, and feedback from Gateway Review Panel meetings, Project Control Group meetings, and other project forums in collaboration with stakeholders.

- Prepare materials required for Gateway Review Panel meetings and Project Control Group meetings.
- Contribute to the continuous improvement of PMO practices, tools, and templates by identifying opportunities for enhancement and supporting implementation.
- Collaborate and provide strategic input to ensure alignment with the broader capital works program, fostering integration across teams and projects.

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 – Technical/ Professional Specialist		
Capability Group	**Capability Name**	**Level**
Personal Character	Lead Self	Adept
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Adept
Relationships	**Communicate and Engage**	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Intermediate
Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Innovate and Improve	Adept
	Deliver Results	Adept
Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
People Leadership	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
Relationships		
Communicate and Engage	Adept	• Tailors content, pitch and style of communication to the needs and level of • Clearly explains complex concepts and technical information • Adjusts style and approach flexibly for different audiences • Actively listens and encourages others to provide input • Writes fluently and persuasively in a range of styles and formats
Results		
Deliver Results	Adept	• Takes responsibility for the quality and timeliness of the team's work products • Ensures team understands goals and expectations • Shares the broader context for projects and tasks with the team • Identifies resource needs, including team, budget, information and tools
Personal Character		
Display Resilience	Adept	• Is flexible, showing initiative and responding quickly to change • Accepts changed priorities and decisions and • Gives direct and honest feedback/ advice • Listens when challenged and seeks to • Raises and works through challenging issues and seeks alternatives

* 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 qualification and/or equivalent experience in Project Managment.
- Experience/certified in either Project Management Professional certification or equivalent industry recognised qualification.

Essential Experience

- Experienced in project management, with a solid understanding of project lifecycle, methodologies, and tools.
- Demonstrated experience in project management tools and applications, e.g. Microsoft Project.
- Demonstrated experience of working in partnership with a wide range of stakeholders.
- Demonstrated ability to run workshops with the business stakeholders.
- Demonstrated experience in using Microsoft Office applications.
- Excellent written and oral communication skills.

Desirable Qualifications and or Experience

- Demonstrated experience and knowledge of Agile Project Management.
- Demonstrated experience in process mapping.
- Demonstrated excellent written and oral communications skills.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☐	☑
Does this position require incumbent to undergo criminal reference check?	☐	☑
Does this position require incumbent to demonstrate good driving Licence class required: No Licence Required	☐	☑
Will incumbent need to make disclosure of pecuniary interest?	☐	☑
Could there be a conflict of interest with secondary employment?	☑	☐