

**POSITION DESCRIPTION**

<b>Position Title:</b>	Project Support Officer – 6 month parental leave contract with the possibility of extension		
<b>Business Unit:</b>	Project Delivery		
<b>Department:</b>	L200-2 BMS Project		
<b>Function:</b>	Project Support		
<b>Reports to:</b>	Project Director – L200-2 BMS		
<b>Location:</b>	Port Melbourne		
<b>Security level required:</b>	Eligible for BASELINE	<b>ITAR designated:</b>	Yes

<b>Direct Reports:</b>	<b>Key Relationships: (Internal/ External)</b>
Nil	Internal: <ul style="list-style-type: none"> <li>• Project Director</li> <li>• Software Program Manager</li> <li>• Team leads</li> <li>• Document Technical Editors</li> <li>• Configuration Managers</li> <li>• Project Team</li> </ul> External: <ul style="list-style-type: none"> <li>• Commonwealth of Australia Project Support</li> </ul>
<b>Budget:</b>	
Nil	

<b>The Company:</b>	Elbit Systems of Australia Pty Ltd (ELSA) is a growing presence in the defence and law enforcement industries in Australia. A subsidiary of Elbit Systems Ltd, ELSA develops state of the art technologies and integrates them into the Australian market. ELSA's main business is Systems Integration for the Australian Defence Force (ADF), with an emerging presence in the intelligence and cyber markets.
<b>Your mission:</b>	The Project Support Officer is responsible for providing support to BMS Software within the L200 Program to ensure smooth and timely administration of the project. This role involves a broad range of administrative, coordination and status tasks, with the expectation that improvements and efficiencies will be implemented when identified.

<b>Core Responsibilities:</b> (including % weighting)	<b>Key Tasks:</b>	<b>Expected Results:</b>
Document control	<ul style="list-style-type: none"> <li>• Correspondence management</li> <li>• Document repository management, primarily in SharePoint and Excel.</li> <li>• Following document control processes and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Project transmittals and receipts database (currently in Excel) well maintained and accurate.</li> <li>• SharePoint is maintained to provide easy access to all Software documents and information</li> <li>• Process improvement and efficiency where identified.</li> </ul>
Project administration support	<ul style="list-style-type: none"> <li>• Preparation of letters, emails and reports.</li> <li>• Creating PowerPoint presentations.</li> <li>• Executing any other administrative, coordination or support tasks as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Delivery of accurate documentation and correspondence.</li> <li>• Provision of timely and accurate support as needed.</li> </ul>

Core Responsibilities: (including % weighting)	Key Tasks:	Expected Results:
Support to meetings	<ul style="list-style-type: none"> <li>Administrative support to internal team meetings, including action tracking</li> <li>Support to external meetings</li> </ul>	<ul style="list-style-type: none"> <li>Accurate internal action item register, including weekly status</li> <li>Accurate minutes from external meetings</li> </ul>
Tenrox (Timesheet) Administration	<ul style="list-style-type: none"> <li>Following up on L200 team timesheets.</li> <li>General Tenrox administration and support / back up as required.</li> </ul>	<ul style="list-style-type: none"> <li>Provision of timely and accurate support as needed.</li> </ul>
Schedule (CMS) Activity Status Tracking	<ul style="list-style-type: none"> <li>Track to progress of activities in the CMS</li> <li>Maintain the software work force plan and Tenrox allocations are aligned to CMS status and work force plan</li> <li>Support planning and resource allocation for Baseline Change Requests (BCRs)</li> </ul>	<ul style="list-style-type: none"> <li>Weekly tracking of active CMS activities, including planned vs actual costs</li> <li>Weekly updates to the work force plan allocations and requests for Tenrox updates</li> <li>Support Monthly preparation of the CMS status</li> <li>Support Monthly preparation of the EVPR</li> <li>Support preparation of information required for Baseline Change Requests</li> </ul>
CDRL Progress tracking	<ul style="list-style-type: none"> <li>CDRLs – tracking progress from drafts to submission against planned dates</li> </ul>	<ul style="list-style-type: none"> <li>Weekly status of all active CDRLs and immediate update of CDRL register after submission and customer responses</li> </ul>

**Work Health & Safety Responsibilities:**

- Take reasonable care to ensure personal health and safety, and that of others in the work place.
- Observe all safe working practices and use personal protective equipment as required.
- Report and maintain recording of ALL hazards, incidents and near misses.
- Adhere to all WH&S standards, procedures, guidelines and other related documentation.

**ELSA Core Competencies:**

<p><b>Executing</b></p> <p>Decisiveness</p> <p>Functional/technical skills Problem solving</p> <p>Results focussed</p>	<p><b>Self-management</b></p> <p>Self-awareness and Self-management</p>	<p><b>Strategic Thinking</b></p> <p>Understanding the business</p> <p>Customer/stakeholder orientation</p> <p>Creativity and innovation</p>
<p><b>Being Organised</b></p> <p>Planning and organising</p> <p>Project management</p> <p>Time management</p> <p>Using existing systems</p>	<p><b>Communicating</b></p> <p>Oral communication</p> <p>Presentation skills</p> <p>Written communication</p>	<p><b>Dealing with People</b></p> <p>Dealing with conflict</p> <p>Influencing others</p> <p>Working well with others</p> <p>Line Management</p>

Major Challenges:	Short/ Medium/ Long Term:	Desired Outcome:
<ul style="list-style-type: none"> <li>Support the Program planning and delivery</li> <li>Understand all project stakeholders and appreciation of key documentation (Internal and external)</li> </ul>	<ul style="list-style-type: none"> <li>Short - medium</li> <li>Short</li> </ul>	<ul style="list-style-type: none"> <li>Fast ramp up to activities and accurate tracking of progress</li> <li>Recognition of key individuals and reporting/information needs</li> </ul>

Training & Qualifications:	
Essential	Desirable
<ul style="list-style-type: none"> <li>Background suitable to achieve and maintain an appropriate Defence Security Clearance (BASELINE, NV1 Preferred) within the necessary timeframe.</li> <li>Experience using MS Office applications – Word, PowerPoint, and Excel.</li> </ul>	<ul style="list-style-type: none"> <li>Use of SharePoint, including workflows</li> <li>Administration of SharePoint.</li> <li>Knowledge of Excel formulas/macros to generate data from registers.</li> </ul>
Work Experience & Industry Knowledge:	
Essential	Desirable
<ul style="list-style-type: none"> <li>Document Control experience.</li> <li>Demonstrated ability to work under limited supervision.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in working in Defence programs using AUSDEFCON.</li> </ul>
Core Behavioural Competencies & Skills:	
Essential	Desirable
<ul style="list-style-type: none"> <li>Attention to detail in updating and maintaining registers.</li> <li>Strong written and verbal communication and interpersonal skills.</li> <li>Excellent organisation, prioritisation and time management skills.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in process improvement.</li> <li>Experience working with a geographically dispersed team.</li> </ul>

**EMPLOYEE:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MANAGER:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_