

A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES ENJOY A VIBRANT LIFESTYLE

Projects Officer

Division	Infrastructure Planning	Department	Strategic Infrastructure Planning
Reports To	Manager Strategic Infrastructure Planning	Direct Reports	No

Position Purpose

Provide dedicated support to the Strategic Infrastructure Planning department to undertake project management activities to ensure service delivery outcomes are achieved.

Key Responsibilities and Outcomes

Operational

- Undertake project management activities, to support project managers of formal and informal projects, including secretariat functions, procurement activities, resource scheduling, project monitoring and reporting, project documentation, quality assurance and record keeping.
- Monitor and report on project management activities in the department including scoping, planning and development phases, revenue and expenditure and forward budgets, consultancy contract matters, risks and communication requirements.
- Liaise with internal and external service providers, contractors, consultants and stakeholders to ensure service deliverables and outcomes are achieved.
- Manage the day-to-day operations of the system that support program management and assist in the development of applications to improve program efficiency.
- Build strong relationships with internal and external stakeholders and work as an integral part of the team to support the achievement of department deliverables.
- Provide support to the department to ensure quality delivery and implementation of agreed programs and projects relating to infrastructure planning, policy and strategy.
- Develop and maintain a level of expertise sufficient to provide project support to the department.
- Other activities within the limits of your skill, competency and training.

Values

At Moreton Bay Regional Council, we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a team member, you will take individual accountability for demonstrating the values, expectations and behaviours.

Decision Making

Budget - \$N/A

Delegations - Delegations under the *Local Government Act 2009* and as directed and published in Council's Delegation Register.

Knowledge & Experience

- Demonstrated experience and a minimum 5 years in undertaking project management activities across a broad range of technical applications
- Demonstrated ability to develop project documentation including specifications, schedules and contracts in line with relevant policies and standards.



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- Demonstrated ability to apply critical thinking, reasoning, evaluation and decision-making skills.
- Excellent time management skills to achieve proficiency and effectiveness in managing conflicting priorities and meeting deadlines.
- Advanced experience with Microsoft Office including Microsoft Project highly desirable.
- Well-developed people and relationship skills with demonstrated ability to work in a positive team environment communicating and motivating effectively at all levels of the organisation.
- Ability to work constructively in a team environment ensuring that team members are valued and encouraged to meet a range of objectives.
- Knowledge of government functions, systems and processes desirable.

Qualifications

- Certificate IV or higher in Project Management or equivalent qualification in another relevant field.
- Current C class driver's licence.

This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.