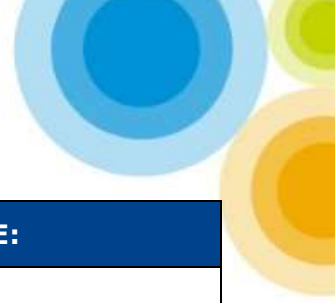


MELBOURNE WATER POSITION DESCRIPTION

OFFICIAL

Project Officer



REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Area Lead	This role has 0 direct reports
THIS ROLE EXISTS TO: (PURPOSE)	
<p>The Project Officer is responsible for safely delivering high quality natural resource management and civil projects on time and within budget under the guidance of a Project Manager.</p>	
KEY ACCOUNTABILITIES:	
<p>The Project Officer is accountable for managing low complexity project projects under the guidance of Project Managers, including:</p> <ul style="list-style-type: none"> • Safety: Ensuring that projects are delivered safely to minimise the risk of harm to work crews and the community. • Time: Developing of work schedules which meet the needs of customers and then assisting with delivering on and communicating progress against such schedules. • Quality: Delivery of projects to high levels of quality, where quality is primarily measured by internal customers. • Cost: Delivery of projects within budgets. Assisting with the preparation of robust cost forecasts. <p>The Project Officer will also be responsible for assisting with continuous improvement projects aimed at improving business as usual processes.</p>	
KEY RESPONSIBILITIES	KPIs
<p>Project Delivery</p> <ul style="list-style-type: none"> • Assist with the management of civil and natural resource management projects. • Manage and deliver low complexity civil and natural resource management projects in accordance with work instructions. • Development of Project Management Plans under the guidance of a Project Manager. • Participate with stakeholder meetings and negotiations. • Participate in the implementation of procurement processes to ensure value-for-money outcomes. • Maintenance of data within Melbourne Water systems with support from as required from a Project Manager. • Monthly forecasting of assigned projects with the support of an Area Lead. • Assist with implementation of safety controls as identified in Project Management Plans. • Site surveillance and record keeping, including systems such as Control of Work Field Assurance. 	<p>Met Expectations:</p> <ul style="list-style-type: none"> • Projects are delivered on Time, Quality and Cost. • Project documentation is delivered on time and to quality. • Stakeholder issues are identified and resolved. • Work instructions are complied with at all times. • Maximo and Tech One fields are kept up to date. • Generally 5 or more site visits are conducted each month. • IRIS is used to log events and actions are completed on time. • Stakeholders regularly receive project updates. • Monthly forecasts are within \pm five percent.

Job level: EA 6
 Assessed by: People Hub
 Date Assessed: April 2024
 Last reviewed date: April 2024

MELBOURNE WATER POSITION DESCRIPTION

OFFICIAL

Project Officer



<ul style="list-style-type: none"> • Aware of own and colleagues health and safety and welling being. • Participate in post implementation reviews and project evaluations. • Prepare promotional information as directed by Project Manager e.g. One Page Highlights. • Actively participate in training provided by Melbourne Water. 	<ul style="list-style-type: none"> • All required safety training is kept up to date and current. <p>Exceed Expectations:</p> <ul style="list-style-type: none"> • Projects are delivered ahead of time and/or below cost. • Stakeholders provide positive feedback about our projects. • Work instructions are complied with and regularly improved. • Customers provide positive feedback about projects. • Monthly forecasts are within \pm one percent. • Innovative safety practices applied which eliminate risk.
<p>Effective people leadership</p> <ul style="list-style-type: none"> • Assist with preparing communication of project delivery expectations to some project stakeholders. • Demonstrate safety leadership through role modelling a generative safety culture. • Participate in the active implementation of the Melbourne Water Fair & Just Framework. 	<p>Met Expectations:</p> <ul style="list-style-type: none"> • Stakeholders regularly receive project updates. • Team priorities are clear, understood and implemented. • Demonstrated application of a generative safety culture. • Demonstrated application of Fair and Just Framework. <p>Exceed Expectations:</p> <ul style="list-style-type: none"> • Stakeholders provide feedback regarding quality of updates. • Well known for application of a generative safety culture. • Well known for application of fair and Just Framework.

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

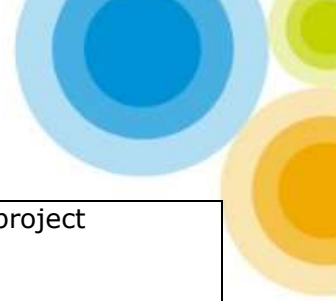
<p>Technical:</p> <ul style="list-style-type: none"> • Project management capabilities. • Basic financial estimate, budgeting and forecasting capabilities. • Risk identification, assessment and control capabilities. • Awareness of environmental and heritage values found in and around waterways. • Basic understanding of some consultation, negotiation and relationship building concepts. • Some awareness of probity and confidentiality requirements.
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Job level: EA 6
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MELBOURNE WATER POSITION DESCRIPTION

OFFICIAL

Project Officer



- Cert III/IV level qualifications in a natural resource management, engineering, project management or related discipline.

Functional:

- A strong customer focus
- Performance driven
- Detail planning orientation
- Analysis and problem solving
- Risk management

Behavioural:

- Self-insight and awareness
- Communication and consultation skills
- Interpersonal skills with some influence abilities

KEY RELATIONSHIPS:

Internal:

- Waterways Catchments Services; Civil Assets; Floodplain Investigations; Developer Works; Asset Management Services; Integrated Planning; Major Capital Delivery.

External:

- Local Councils; Friends Groups.

SALARY RANGE:

- Melbourne Water reserves the right to remunerate people according to their ability to perform the functions of the role based on their qualifications, skills and experience.

OTHER COMMENTS:

This role requires the following:

- A diploma or CERT III/IV in natural resource management, engineering, project management or related discipline.
- Victorian Driver's License (occasional travel to other Melbourne Water offices)
- Construction Induction Card
- Criminal Records Check
- Medical Assessment

This position is eligible for an operational vehicle in line with MW Motor Vehicle policy and procedures.

Location: South East Regional Office

Job level: EA 6

Assessed by: People Hub

Date Assessed: April 2024

Last reviewed date: April 2024