

Consumer, Building and Occupational Services

Project Support Officer – Statement of Duties

Objective

To support the expansion of the Registration to Work with Vulnerable People (RWVP-E) Scheme in accordance with the policies approved by the Department and within allocated resources and agreed timeframes.

Duties

- Work with the project team to maintain Program/Project Registers and coordinate internal and external program reporting.
- Coordinate meetings, workshops and events including preparation of documentation, agendas, minute-taking and initiate follow-up action.
- Under guidance from the Program Manager assist with the preparation, monitoring and coordination of reports and budgets for the project.
- Undertake research and problem solving to support the achievement of the project outcomes and find solutions for issues or problems identified throughout the project.
- Respond to general enquiries regarding the project and provide advice to stakeholders on project status and business requirements.
- Work collaboratively with the RWVP-E project team to assist in developing up to date communications materials, letters, and briefings across multiple communications channels to ensure consistent messaging about the project.
- Undertake high level administrative duties to support the work of the project team, including document and records management.
- Other duties as required by the RWVP-E Program Manager.
- Perform other duties as envisaged by the assigned classification under the relevant industrial award or agreement and in accordance with the skills competence and training of the occupant.

Level of responsibility

- The occupant is expected to act on their own initiative regarding day-to-day activities. Exercise independent judgement to resolve project issues.
- Conduct your work in a safe manner such that it does not put yourself or others at risk.
- Comply with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisors.
- You are responsible for upholding the values of Integrity, Respect, Accountability and actively contributing to make our workplaces Inclusive and Collaborative.

Direction and supervision received

- General supervision received from the RWVP-E Program Manager. Expected to be able to use initiative and exercise judgement in resolving issues.

Selection criteria

1. Sound knowledge of contemporary project management, along with a proven experience in supporting the delivery of projects in-line with project plans, budget and timeframes.
2. Strong problem-solving skills along with the ability to seek all relevant information; analyse that information from different perspectives and make sound decisions or recommendations based on the available information.
3. Proven and demonstrated organisational skills and the ability to effectively plan work, manage competing priorities and meet deadlines.
4. High level interpersonal, verbal and written communication skills including consultation, presentation and negotiation.
5. Demonstrated capacity to exercise initiative, flexibility, innovation, and self-motivation, together with the ability to work independently and as an effective member of a team.

Essential requirements

- Nil

Desirable requirements

- Nil

Position Summary

Title	Project Support Officer
Number	New
Award	Tasmanian State Service Award
Classification	General Stream Band 4
Division	Regulation and Service Delivery
Temporary Full Time Equivalent	1.0 FTE
Output Group	Consumer Building and Occupational Services
Branch	Risk Based Licensing
Supervisor	RWVP-E Program manager
Direct Reports	Nil
Location	Rosny Park/Hobart
Position category and funding	T673
Content Manager Record Number	DOC/24/115905