

Senior Project Officer

Position Description

Directorate	Economic Development	Department	Industry Advancement
Reports To	Industry Advancement Manager	Direct Reports	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level	Schedule 1, Level 5

Position Purpose

This position will undertake associated planning and project activities to support the delivery of City of Moreton Bay's new "Business Boost" package program of work.

Key Responsibilities and Outcomes

As a Senior Project Officer and member of the Industry Advancement team you will:

- Undertake targeted research to assist the assigned "Business Boost" project leads in the development of associated project documents including but not limited to: budgets, schedules, scope statements, and project plans.
- Contribute to the facilitation of positive regional business outcomes by fostering and maintaining deep, respectful, collaborative relationships with team members and stakeholders both internally and externally to provide a coordinated and integrated approach to initiatives and allocation of resources to deliver positive outcomes for the "Business Boost" projects.
- Act as a key point of contact for all "Business Boost" projects, providing up to date and timely advice to facilitate efficient and effective project delivery.
- Provide proactive and up to date project progress reporting to the project leads and key stakeholders ensuring compliance with project timelines, budgets and quality standards.
- Provide high level project and admin support to the project leads as required, scheduling, facilitating and documenting stakeholder meetings.
- Maintain up to date project documentation for all "Business Boost" projects in compliance with Council policies and processes.
- In partnership with the corporate communications and web teams support the scheduling and delivery of social posts and initiative landing pages on Council's website.

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

SERVICE
TEAMWORK
INTEGRITY
RESPECT
SUSTAINABILITY

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Decision Making	
<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience
<ul style="list-style-type: none">• Highly developed written, communication and interpersonal skills with the ability to communicate persuasively, engage in active listening, consult with a wide range of people at all levels, foster collaboration and cooperation, and facilitate small work groups.• Strong project management and organisational skills with demonstrated ability to develop plans, coordinate actions, gain cooperation and deliver outcomes.• Demonstrated business acumen including the ability to prepare professional business communication such as reports, presentations, and project, planning and policy documents• Demonstrated ability to operate effectively with relevant business technologies including mobile devices, Microsoft Office Suite and other online or electronic systems, applications and corporate reporting programs.• Self-motivated with the ability to work individually and as an effective team member with a continuous improvement approach.• Previous experience within Local Government and/ or Economic Development highly desirable.

Qualifications
<ul style="list-style-type: none">• Recognised undergraduate qualification would be highly desirable.• Current C class driver's licence.

Note: 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.