

# POSITION DESCRIPTION

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<b>Position Title:</b>	Projects Officer
<b>Position Number/s:</b>	OCEO-016
<b>Employment Type:</b>	Full Time, Permanent
<b>Agreement:</b>	Charters Towers Regional Council Union Collective Certified Agreement 2023
<b>Award:</b>	Queensland Local Government Industry (Stream A) Award 2017
<b>Classification:</b>	Level 5
<b>Directorate:</b>	Office of the Chief Executive Officer

## POSITION OBJECTIVE

Under broad direction, this position is responsible for leading and coordinating project governance activities within the Program Management Office (PMO). The role provides specialist advice to senior management, drives continuous improvement of project management frameworks, and oversees the development and delivery of complex, multi-disciplinary projects and funding initiatives across the full project lifecycle.

## ORGANISATIONAL RELATIONSHIPS

Reports to:	Project Management Office (PMO) Manager
Directly supervises:	Project Support Officer

## ORGANISATIONAL VALUES



## OUR VALUES

We are a *Community* focused  
*Team* who are *Respectful*  
and *Consistent*

## DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

# POSITION DESCRIPTION

## KEY RESPONSIBILITIES

1. Lead the end-to-end development, prioritisation and integration of projects and initiatives into strategic programs and budget frameworks, in consultation with senior stakeholders.
2. Oversee and govern all phases of the project lifecycle ensuring compliance with the Project Management Framework, ensuring effective monitoring and control to drive successful project outcomes
  - a. Project Initiation
  - b. Project Planning
  - c. Project Implementation and Monitoring
  - d. Project Closure
3. Lead the identification, development and submission of complex grant applications, providing strategic advice on funding opportunities and aligning proposals with organisational priorities.
4. Provide advice on funding opportunities, application processes and compliance obligations.
5. Undertake advanced financial and risk analysis of project portfolios including project budgets, risks, and resource allocation and the provision of financial and budget reporting to senior managers.
6. Monitor, review and contribute to the enhancement of project management frameworks, systems and processes, promoting best practice and continuous improvement across Council.
7. Contribute to the development of a 10-year capital and operational budget in relation to approved projects and whole-of-life budget implications.
8. Coordinate regular Capital and Operational Program Management Meetings and prepare monthly project reports.
9. Provide direction, mentoring and oversight to lower classified employees to ensure effective project and program delivery.
10. Provide relief duties during absences of the Project Management Officer Manager.
11. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the Work Health and Safety Act 2011. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Officers also have obligations to ensure consultation takes place for issues and changes that may impact safety. Officers have a duty to exercise due diligence to ensure the organisation complies with the applicable laws.
12. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

## POSITION REQUIREMENTS

### | Knowledge, skills, and abilities |

#### Essential:

- Demonstrated experience in project management, program coordination or governance roles, including delivery of complex or multi-disciplinary projects.
- Proven ability to provide advice to senior stakeholders and influence decision-making.
- Strong analytical and problem-solving skills, with the ability to exercise independent judgement in complex or ambiguous situations.
- Experience in financial analysis, budgeting, reporting and risk management within a project environment.

# POSITION DESCRIPTION

- Well-developed organisational and time management skills, with the ability to manage multiple competing priorities.
- Highly developed communication and interpersonal skills, with the ability to build effective stakeholder relationships.
- Ability to interpret and apply policies, frameworks and procedures in a practical context.
- High level proficiency in Microsoft Office and experience with finance and/or records management systems.
- Strong attention to detail and commitment to quality outcomes.
- Ability to maintain confidentiality and demonstrate professional integrity.

## | Education/Qualifications |

### Essential:

- Certificate IV in Project Management (or related discipline), or equivalent demonstrated experience.
- General Construction Induction Card – Queensland (or ability to attain).

### Desirable:

- Diploma of Project Management (or ability to attain).

## | Licences |

### Essential:

- Possession and maintenance of a Queensland 'C' Class Driver Licence

## PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

- This position is primarily an indoor role and requires sufficient physical ability to work in a shared office setting, which involves prolonged periods of sitting and/or standing at a desk and operating a computer and telephone.
- This position is required to carry out light to moderate manual handling, bending, kneeling, twisting, squatting, lifting, and carrying.
- This position may require the incumbent to undertake periodic field visits.
- This position may be required to travel.

Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Council's P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

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## POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

**Manager:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_

**Executive  
Manager:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ (Name)

**Date:** \_\_\_\_\_

## POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

**Incumbent:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_