

POSITION DESCRIPTION

PROJECT SUPPORT OFFICER

Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

Our Goals

Thriving Community	Prosperous Economy	Clean And Green City	Places For People
<i>A City where people have the opportunity to connect and flourish</i>	<i>A City with a thriving economy that enriches its local community</i>	<i>A City that values its natural environment</i>	<i>An accessible City where people love to be</i>

Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.
Our systems, processes and tools are contemporary and reflect leading practice.
Our assets and finances are managed with good stewardship.

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values

Make a Difference We serve our community well <ul style="list-style-type: none"> • Deliver public good • Improve the quality of people's lives • Community focussed • Deliver Council's City Plan 	Grow & Improve We improve our work everyday <ul style="list-style-type: none"> • Innovate • Continuously improve • Problem solve • Adapt & change • Engage the community • Shape the future 	Better Together We collaborate & create to deliver meaningful outcomes <ul style="list-style-type: none"> • Trust, honesty, integrity • Care & support each other • Work as a team • We celebrate success • We are accountable • Open communication
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POSITION DESCRIPTION

The position is:

Position Title	Project Support Officer		
Department & Section	Strategy & Performance/City Assets		
Team	Project Management Office		
Reporting to	Project Management Office Lead		
Positions Reporting to it	Nil		
Classification and Stream	MOA Level 4		
Position Number	2042	Prescribed Position:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

How does this position contribute to our community?

- Supports the delivery of essential community infrastructure projects across our City by providing support across all areas of project management to the City Assets department
- Contributes to ongoing improvement in project management processes, systems, monitoring and reporting to support delivery of high-quality infrastructure projects

What does the position do?

- Works closely with the Project Management Office Lead and Director, Managers and Project Leaders across the City Assets Department, to support project and program planning, scoping, delivery, monitoring and reporting.
- Supports key stakeholder and community engagement activities relating to infrastructure projects
- Supports the evolution of project reporting through the provision of data and information, the creation of dashboards and other innovative reporting channels
- Coordinates and administers regular meetings with Project Managers, Project Teams and project-related stakeholders
- Supports Project Managers with procurement tasks
- Undertakes project-related budget management tasks including record keeping, payment processing, budget monitoring and invoice/claims reconciliation
- Undertakes contract administration tasks to ensure contractors are meeting compliance requirements
- Assists with and prepares grant applications and acquittals
- Ensures the project handover and close out processes are complete and documented
- Updates the corporate Asset Management System in line with processes
- Identifies and implements opportunities for process and system improvements that assist project delivery and improved community outcomes
- Maintains project records and data using Council's records management system
- Supports Project Management Office with updating and improving Policies, Processes, Tools and templates
- Other reasonable duties as required are undertaken

What outcomes does the position deliver?

- Successful delivery of the annual capital works programs by providing support to the City Assets Project Managers
- Effective and appropriate communication relating to key projects are provided to the Community
- Proactive and ongoing focus on improvement in all elements of project management

The behaviours we expect the position to contribute to our workplace are:

- Outstanding communication skills both written and verbal
- A passion for personal development and improvement
- Work cooperatively and constructively across a large and complex department
- Building strong connections with diverse teams
- Good problem solving and decision-making skills
- Enthusiasm and optimism to complete tasks
- Well-developed analytical skills and attention to detail
- Independent thinker, self-sufficient and motivated
- Ability to manage time and competing priorities in a dynamic manner
- Critical and Innovative thinking and a courage to try new ideas
- Be customer driven

Qualifications for the position

- There are no specific qualifications as a pre-requisite for this role

Experience

- Experience in building collaborative relationships across a complex work environment
- Previous experience in a project management, program administration or support function
- Experience using a range of IT systems to effectively administer projects or programs
- Experience with analytics software such as Power BI, infographics, reporting tools

Knowledge

- Sound knowledge of project or program administration systems and processes
- Knowledge of project or program areas within a local government environment
- Awareness of relevant legislation that applies in project settings (i.e. Local Government Act 1999, Building Code of Australia, Planning, Development & Infrastructure Act 2016)

Information Management/Cyber Security

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

Procurement and Contract Management

- Responsible for complying with Council's procurement policy and processes
- Proficient in the application and requirements of procurement within a Local Government context
- Requirement to undertake regular training regarding procurement and contract management activities

Our Safety and Return to Work Commitments

All Employees

POSITION DESCRIPTION



- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.

Employee Signature: _____

Print Name: _____

Date: _____