



POSITION DESCRIPTION

Project Support Officer

PROJECT SUPPORT OFFICER

POSITION TITLE:	Project Support Officer
POSITION NUMBER:	4002
AWARD	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	4 - 5 Provisions of appointment pay level and progression to be in accordance with the applicable award
REPORTS TO:	Project Manager DRFA Program
DEPARTMENT:	Project Delivery
LAST REVIEWED:	October 2025

ABOUT US

Our communities are famous throughout Australia for being the friendliest in Northwest Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and the local government administration works collaboratively with us to achieve our aspirations.

Our Commitment

We inspire people to
create a better future.

Our Vision

Whether you live here or visit, you will see how much we value our natural beauty, how connected our communities are, and how balanced growth makes this the best place in the world.

We Value



Honesty



Integrity



Accountability

OBJECTIVE OF THIS ROLE

This position is responsible for supporting the project delivery team, in-line with Cloncurry Shire Council's Project Management Framework and approved Procurement Policy, delivering efficient and transparent outcomes.

On appointment as the Project Support Officer, you will be working alongside and supporting experienced Project Managers to gain required procurement, project, contract management and delivery experience. Your career development process will be a reciprocal and collaborative at-will relationship with your team members to assist you with growth, learning, and career development in Project Management. You will develop experience in:

- Delivery of projects in accordance with Cloncurry Shire Council's Project Management Framework.
- Procurement in accordance with Cloncurry Shire Council procurement policies & procedures
- Project Administration in accordance with Cloncurry Shire Council procedures and AS4000 administration manual general conditions of contract



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KEY RESPONSIBILITIES IN THIS ROLE

The following outlines key responsibilities of the position, but is not all encompassing and subject to change at the discretion of Council:

Processes:

- Assist in the development of comprehensive and integrated procurement processes, tools and templates.
- Ensure Contracting and Procurement are undertaken in alignment with Council's policies and procedures and implement agreed strategies.
- Assist in the preparation of project estimates and tender / quotation quantities.
- Undertake Contract Claim assessments and monitor project costs against the agreed Contract values.
- Co-ordinate application submissions to various State and Federal bodies for external sources of funding; including preparation/collation of supporting documentation.
- Preparation of Contract documentation.
- Undertake monthly project cost reporting for various external funding sources.

Procedures:

- Co-ordinate and/or undertake ongoing reporting and acquittal requirements for various State and Federal funding sources.
- Assist in the development of a Procurement Framework to meet the Council's compliance requirements.
- Undertake project procurement activities in accordance with statutory and Council standards, policies and procedures.
- Responsible for preparation and issuance of requests for tender and quotation.
- Preparation of Project Reports for Council, including tender evaluation reports.
- Assist with the QRA programme of works, including event activation, monthly reporting and costs, project delivery and communications.
- Provide procurement support to Council's Project Managers in project planning, project management and contract management activities.
- Provide ongoing support/training to new and existing staff on current systems, funding sources, policies and practices.

Optimisation:

- Analyse spending trends and patterns to maximise buying power of Council.
- Work with Project Managers, consultants, suppliers and contractors to ensure project procurement activities are delivered in compliance with the agreed requirements
- Ensure project procurement activities are delivered effectively and with whole of life value driven outcomes.
- Other duties as reasonably requested within the scope of the position.



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ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

- Project Stages and Life Cycle – Understanding
- Microsoft Office Applications:
 - Word – Skillful Application
 - Excel – Skillful Application
 - Microsoft Project – Basic

Competency Scale:

Level 1: Understanding | Level 2: Basic Application | Level 3: Skillful Application |

Level 4: Mastery | Level 5: Expert

KEY CHALLENGES

- Supports a variety of simultaneous projects whilst meeting challenges such as cost, quality and risk control.
- Manage diverse stakeholder groups with differing needs and expectations to deliver quality Outcomes.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- Hold and maintain an unrestricted C class driver's licence.
- Construction White Card.
- Experience in a similar role in Local Government or civil construction industry

Desirable or ability/Interest in obtaining

- Tertiary or Vocational qualifications in Procurement / Business Administration and/or related qualification.
- Certificate IV in Project Management Practice

KEY SELECTION CRITERIA

- Demonstrated career or interest in Project Management.
- Demonstrated knowledge of procurement practices and tools.
- Understanding of procurement activities for small to medium-sized capital projects in a complex, public facing environment.
- Experience in data analysis,
- Understanding of the local government contract and tendering environment.
- Experience working with various contract resources, including architectural engineering, construction management, and construction personnel.
- High-level of verbal and written communications skills and the ability to communicate effectively with a wide range of people.
- Ability to work independently, under broad direction, cooperatively in a team environment whilst balancing competing priorities.



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ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Exercise a degree of autonomy.
- Prioritise and monitor workflow in areas of responsibility.
- Solutions to problems can generally be found in documented techniques, precedents, guidelines, or instructions.

WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council employees have an obligation to uphold workplace health and safety when working for the Council. Under Section 28 of the *Work Health and Safety Act 2011* ("Act") an employee shall:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above. Additionally, any specific workplace health and safety issues that pertain to the type of work being performed including due diligence as outlined under section 27 of the *Act*.

Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date



REMUNERATION SCHEDULE – SALARY AND CONDITIONS PROJECT SUPPORT OFFICER

This schedule commences from 24 April 2024 and remains in force unless varied in accordance with the provisions of the contract, Certified Agreement, Award or by agreement in writing between the employee and Council.

The remuneration package will be inclusive of the following:

1. Commencement salary shall be \$71,887 per annum based upon level 4/1 of Council's Certified Agreement 2022 and is inclusive of all allowances unless otherwise listed here or in the Council's Certified Agreement.
2. Remote Area Housing Assistance allowance paid in addition to the salary as per the Certified Agreement 2022 (currently \$60 per week for employees who rent and \$90 per week for employees who own a house that is their primary place of residence).
3. Locality Allowance paid in accordance with the Certified Agreement 2022.
4. Five (5) weeks annual leave per annum (plus 17.5% leave loading) subject to sufficient accrual of entitlement and generally becomes available after 12 months service. Annual leave is subject to conditions of Council's Certified Agreement.
5. Provision for a Rostered Day Off (RDO) per month, subject to sufficient accrual of entitlement. Accrued RDO's at any one time should not exceed five (5) days. RDO's are subject to conditions of Council's Certified Agreement.
6. Ordinary hours of work are 36.25 hours per week (38.15 hours less 1.9 hours towards a monthly RDO) Monday to Friday, with 20 minutes paid morning tea break and 50 minutes unpaid lunch break.
7. Council shall make compulsory superannuation contributions on the employee's behalf to the nominated Superannuation Scheme in accordance with the requirements of the Local Government Act 2009. The current rate is 11% of ordinary earnings. The employee shall be liable to make minimum superannuation contributions of 6% of ordinary earnings and Council will further increase the employer contribution by 2.5% of ordinary earnings. Employee contributions are voluntary at commencement but become compulsory after 12 months or continuing employment in a relevant Local Government body. Salary sacrifice options are available for employee and/or additional employee contributions and subject to conditions set down by the Australian Tax Office.
8. Uniforms and protective clothing are to be provided in accordance with relevant Council policies.
9. Other conditions as per Council's Certified Agreement 2022 and the Queensland Local Government Industry Award (Stream A) - State 2017.