

PROJECT OFFICER – SYSTEMS

Position Level: L4

Location: Perth

Effective Date: June 2026

Responsibilities

The Project Officer – Systems is responsible for maintaining and continuously improving project management systems and software, and for supporting and training internal stakeholders in their effective use. The role is also responsible for master data management, including data quality and integrity, preparing reports at portfolio, program, and project levels, and undertaking regular internal audits to support assurance and compliance.

Reporting

The Project Officer – Systems reports to the Program Management Lead.

Accountabilities

Result Area	Major Activities
1. Safety and People:	<ul style="list-style-type: none"> • Further a safe, inclusive, and collaborative workplace, that supports the mental health and wellbeing of self, and others. • Identify actions and changes that lead to Pilbara Ports continually improving its safe work environment; both physically and psychologically.
2. Integrated Management Systems:	<ul style="list-style-type: none"> • Develop and oversee the systems that ensure Pilbara Ports complies with all applicable codes, as well as its legal and statutory requirements. • Comply with and demonstrate a positive commitment to organisational processes and ISO Management Systems including Quality, Environment, Safety and Information Security.
3. Project Systems and Data Management:	<ul style="list-style-type: none"> • Maintain and support project management systems (Riskconnect) and related Oracle ERP project functions, ensuring they are current, functional, and aligned with the Project Management Framework and associated processes. • Support Project Managers and stakeholders in the effective use of project systems and Oracle ERP for project setup, budgeting, forecasting, cost tracking, and financial administration. • Undertake testing, troubleshooting, and improvement work across project management systems. • Maintain master data and support data quality, integrity, and consistency across project and financial systems. • Assist with reviewing, reconciling, and resolving project and financial data discrepancies between project systems and Oracle ERP. • Identify and implement system and process improvements to enhance efficiency, reporting, and user experience. • Lead or support user acceptance testing for system enhancements and updates to ensure business requirements are met.

	<ul style="list-style-type: none"> • Generate and distribute reports from project systems and related data sources to provide meaningful insights and updates to stakeholders. • Collaborate with IT and relevant business areas to support integration between project systems, Oracle ERP, and organisational processes. • Develop and maintain system and process documentation to support consistent application of project management standards and data management practices.
4. Training and Process Support	<ul style="list-style-type: none"> • Provide training and ongoing support on project systems, Oracle ERP processes, and project procedures. • Develop and maintain user guides, process documentation, and training materials. • Support understanding and application of the Project Management Framework so PMs can effectively use systems and follow required processes. • Gather user feedback and contribute to the continuous improvement of training materials, processes, and system user experience.
5. Other Duties:	<ul style="list-style-type: none"> • Other work as directed by the Program Management Lead and Infrastructure Planning and Portfolio Manager. • Provide additional support and work within reasonable hours as required during critical periods, including end of month processes to ensure timely and accurate financial reconciliation and reporting.

Selection Criteria

Qualifications:

Qualifications in project management, business systems, information systems, or a related discipline, or equivalent relevant experience. Experience in the use of project management systems and enterprise financial systems such as Riskconnect and Oracle ERP is highly desirable.

Personal Attributes:

- Exhibit behaviours that align with Pilbara Ports' values of Safety, Excellence, Teamwork, Integrity, and Care.
- Demonstrated commitment to an inclusive work culture that encourages diversity.
- Build effective relationships: Highly developed interpersonal skills and the ability to develop and maintain productive working relationships.
- Challenge for innovation: Demonstrated ability to develop practical and innovative solutions to complex problems to meet organisational objectives.
- Proactive problem solver: Well-developed conceptual, analytical, and problem-solving skills with the ability to provide system solutions to project management problems.
- Deliver in a changing environment: Highly developed planning and organisational skills including the ability to prioritise and complete tasks within deadlines.
- Support and empower others: Proven ability to work collaboratively within a team environment and contributes to the achievement of the team goals.

Work Related Requirements:

- Demonstrated experience supporting project management systems, project data, and related financial systems in a project or program environment.

- Sound understanding of project management frameworks, governance requirements, and project lifecycle processes.
- Demonstrated ability to maintain master data, monitor data quality, and resolve system and financial data discrepancies.
- Experience in testing, troubleshooting, user acceptance testing, and continuous improvement of systems and processes.
- Strong reporting and analytical skills, including the ability to generate meaningful reports and insights from multiple data sources.
- Demonstrated ability to develop and deliver training, user guides, and process documentation to support capability uplift and consistent system use.
- Strong interpersonal and communication skills, with the ability to work effectively with Project Managers, stakeholders, IT, and business teams.

Sound computing skills, as well as the ability to gain a Maritime Security Identification Card, and WA Driver's License are prerequisites for positions with Pilbara Ports.