

## Position Description

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| <b>Position title:</b> | <b>Project Officer</b>                                       |
| <b>Directorate:</b>    | Governance   |
| <b>Service Unit:</b>   | Legal  |
| <b>Reports to:</b>     | Manager, Legal   |
| <b>Direct reports:</b> | Nil  |
| <b>Salary point:</b>   | 13   |
| <b>Work location:</b>  | City Administration Centre, 12 Stewart Avenue, Newcastle CBD |
| <b>Date revised:</b>   | January 2020   |

### What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of ***creating a smart, liveable and sustainable global city***. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

### What's it like working in Legal?

The Legal Service Unit is a multidisciplinary unit that leads and guides City of Newcastle in its core legal, governance and risk functions. The Legal team supports staff and elected officials towards good governance, legislative compliance and risk management that supports the making of ethical, timely, risk informed and evidenced based decisions.

### What's the focus of this position?

The Project Officer provides support to the Manager, Legal in relation to project coordination for a variety of legal, governance and risk programs within the team.

A key challenge of this position will be delivering a range of project management and support services within tight timeframes, as well as managing key stakeholders and competing priorities.

**What you'll be doing:**

- Coordinate the implementation and delivery of projects by preparing reports and briefs, coordinating resources and maintaining project documentation to ensure project outcomes are achieved on time, within budget, to quality standards and within agreed scope.
- Liaise, negotiate and consult with a variety of internal and external stakeholders including relevant governing bodies, management and staff to ensure efficient and effective delivery of support services relevant to projects.
- Undertake research and analysis related activities to support the preparation of high-quality written material including business reports, practice guides and presentations as required.
- Undertake reporting, monitoring and evaluation of projects to ensure accessibility of quality information and contribute to the achievement of project outcomes.
- Co-ordination and monitoring of the Legal Service Unit's annual reporting requirements and strategic objectives.
- You will be required to carry out other duties that are within the limits of your skills, competence, training and/or experience as directed by your Manager.

**The essentials you'll need:**

- A relevant tertiary qualification and/or experience in a legal, business, project management or related role.
- Project management experience and the capacity to contribute to and deliver on project outcomes within agreed timeframes and with minimal supervision.
- Excellent interpersonal, written and verbal communication skills with a customer service focus and the ability to liaise and negotiate effectively with a diverse range of stakeholders and build strong and positive working relationships.
- Demonstrated experience in research and analysis and identifying trends to support the development of project documentation, informed decision-making and planning.
- Well-developed organisational skills including the ability to multi-task, meet deadlines and prioritise workload.
- Ability to work effectively in a dynamic team both independently and as part of a team, displaying initiative, flexibility and problem-solving skills.
- High-level computer literacy skills in the use of Microsoft applications Word, Project, Visio and Excel.

**Other valuable skills you may have:**

- Demonstrated knowledge of the Local Government Act.

**We'll encourage you along the way**

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

*I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.*

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| <b>Employee Name:</b>      |  |
| <b>Employee Signature:</b> |  |
| <b>Date:</b>               |  |