

Position Description

Position title:	Project Officer
Work location:	City Administration Centre, 12 Stewart Avenue, Newcastle
Directorate:	Corporate Services
Reports to:	Manager Legal & Governance
Direct reports:	Nil
Salary Point:	SP 13
Decision making:	Level 6 Management Hierarchy
Date revised:	17 January 2023

Council Overview

City of Newcastle employs over 1,200 staff and is responsible for a local government area of 187km. Newcastle is both the cultural and economic centre of the Hunter region. Our organisational structure consists of four directorates, each linked to the four themes of our Community Strategic Plan (CSP):

1. City Infrastructure
2. Corporate Services
3. Creative and Community Services
4. Planning and Environment

The Legal & Governance Service Unit is part of the Corporate Services Directorate and this role reports to the Manager Legal & Governance.

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

We are focused on making a difference in our community and achieving our vision of **creating a liveable, sustainable, inclusive 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 its employees the opportunity to develop in their current role, grow into future opportunities and reach their 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 as well as our day-to-day interactions.

We value diversity of thought, and we focus on equity in the workplace. We are committed to creating an inclusive workplace culture where everyone feels respected, safe, and valued so they can be themselves and fully contribute their opinions and perspectives to the success of the organisation.

What is the focus of this position?

The Project Officer provides support to the Manager, Legal & Governance 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 will 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.
- Any other accountabilities or duties as directed by the Manager which are within the employee's skill, competence, and training.

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.

Employee Name:	
Employee Signature:	
Date:	