

POSITION TITLE		Implementation Team Project Support			
REFERENCE/POSITION NUMBER		TBC			
DEPARTMENT		Office of CEO			
ACCOUNTABLE TO		Head of Implementation			
SUPERVISOR		Head of Implementation			
DIRECTLY SUPERVISES		None			
INDIRECTLY SUPERVISES		None			
VOLUNTEERS SUPERVISED		None			
GRADE	8	STATUS	Permanent	TYPE	Full time
HOURS	35		LOCATION	Administration Building	
MOBILE PHONE	No		VEHICLE	No vehicle	
APPLICABLE ALLOWANCES					
LAST UPDATED		26/03/2024			

OBJECTIVES

This position plays a pivotal role in administration and project support for the implementation team across Council and has the following responsibilities:

- Provide administration and project support to the Head of implementation.
- Provide data and produce reports to assist the Head of Implementation in facilitating change within the organisation to deliver the outcomes of the Performance Improvement Order (PIO).
- Develop, with the guidance of the Implementation team, project timelines including key milestones to ensure that Strategic Plans and PIO actions are delivered.

SELECTION CRITERIA

ESSENTIAL

- Diploma of Business (Office Administration), Project Management or equivalent qualification or experience (minimum 5 years).
- Experience working in a project roles or administration support for multiple teams.
- Experience in producing reports to facilitate data-based decision making.
- Ability to use Excel to manipulate data and present information succinctly.
- Keen attention to detail with the ability to enter data accurately and promptly.
- Strong written communication skills and ability to convey information concisely.
- Active listening skills and ability to elicit/address concerns of the Implementation team.
- Experience interpreting awards, agreements, contracts of employment and employment legislation.
- Ability to maintain high levels of confidentiality.
- Ability to work independently and unsupervised, and/or as part of a team, as required.
- Ability to manage multiple projects and work under pressure.
- Demonstrated commitment to customer service and continuous improvement.
- Class C Drivers Licence.

DESIRABLE

- Experience working in Local Government.
- Working knowledge of the NSW Local Government (State) Award.
- Experience using the following systems – TechOne and TRIM.

ACCOUNTABILITIES

- Provide consistent, accurate and timely support, verbally and/or in writing to the Head of Implementation.
- Plan and conduct regular review of systems, timeframes, and project actions.
- Provide input into Service review metrics, reporting and strategic plans.
- Work collaboratively within Council's Implementation team and assist with projects as required.
- Provide assistance to the Legal and Governance Service Implementation Lead and Business Transformation Lead as required.
- Identify opportunities to improve systems and processes to increase efficiency and/or service.
- Use Council's authorised systems to create, receive and capture corporate records.
- By exception, provide occasional backup to the other teams for urgent or under-resourced tasks.

CORPORATE RESPONSIBILITIES

All employees are required to adhere to and display council's corporate values:

- **RESPECT AND DIGNITY**
- **INTEGRITY**
- **INNOVATION**
- **TEAMWORK**
- **EXCELLENCE**

WORK, HEALTH, AND SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

In addition to the overall corporate responsibilities listed above and the statements below, you are required to perform your duties in accordance with this Position Description, Council's Code of Conduct, policies, and procedures.

- **Work Health and Safety (WHS)**
- **Certificates of Competency / Licences**
- **Injury Management**
- **Risk Management**
- **Equal Employment Opportunity (EEO)**

DELEGATIONS

FINANCIAL DELEGATION:	Nil
RESPONSIBILITY DELEGATION:	Act in accordance with Instrument of Delegation
NO OF CONTRACTS MANAGED:	None
ANNUAL VALUE OF CONTRACTS MANAGED:	None
CONTROL AND MANAGEMENT OF EXPENDITURE PER ANNUM:	No responsibility
BUDGET DEVELOPMENT:	None

CONDITIONS OF EMPLOYMENT

AWARD/AGREEMENT	Local Government (State) Award	
POLICIES:	Employees are to comply with Council's Code of Conduct and Council policies at all times.	
PRE-EMPLOYMENT REQUIREMENTS:	• Physical and mental capability to perform the inherent requirements of the position	
	• Proof of ability to legally work in Australia	
	• Pre-employment screening to Australian Standards in Employment Screening.	
	• Criminal record check	Yes
	• Pre-employment medical	No
	• Working with children check	No

I have read the above position description for my role; I accept the responsibility for achieving the above duties and understand that I am accountable for their achievement.

Employee Signature:

Date: