



Lutheran Community Care

POSITION DESCRIPTION

Position: Project Officer	Service: Support Centre
Department: Infrastructure and Development	Updated: February 2017
Conditions: Individual common law contract, full time	

Purpose of the role

To support, monitor and assist in the completion of minor and major project works across Lutheran Community Care services.

Operating environment

This position is located at Milton in the Support Centre of Lutheran Community Care (LCC), a respected not-for-profit organisation providing services in the fields of aged care, disability, family support, youth support and chaplaincy in Queensland.

Reporting relationships

The Project Officer reports to the Director – Infrastructure, Development and Financing. This position has no direct reports.

Major responsibilities

Within the policies established by LCC and working in collaboration with relevant managers and employees, the occupant of this position is an integral part of the Project Management Office (PMO), and will:

- Prepare and monitor documentation related to scope of works, risk assessments, project plans, maintenance schedules and contracts; inclusive of drawings, certificates and warranties;
- Monitor quality and report the progress of minor and major works;
- Monitor changes to legislation that impact building compliance requirements and communicate these changes to relevant stakeholders;
- Implement and administer preventative and reactive maintenance programs across sites as required;
- Liaise with internal and external stakeholders, including independent contractors and LCC services, regarding the timing / scheduling of works;
- Process progress claims with regard to contract variation and insurance claims for buildings, infrastructure assets and associated works;
- Review minutes of relevant meetings and ensure appropriate action is taken to complete tasks assigned; and
- Complete other duties as required.



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Qualifications and experience

The incumbent will have

- Proven experience in the delivery of project outcomes within the infrastructure/construction industry;
- A qualification (or significant experience) in a recognised project management methodology/contract management or finance;
- A high level attention to detail with significant problem solving ability across multiple priorities;
- An Australian drivers licence
- A positive Federal police check

Occasional travel will be a requirement of this role.

The incumbent will be required to provide medical information relevant to this position by submitting to a pre-employment medical and be deemed fit by LCC Chief Medical Officer.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organisation.
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