

<b>Position Title</b> Project Officer	<b>HR2220</b>	<b>Position Level</b> Level Five 5 City of Bunbury Employees 2024 Enterprise Agreement	<b>Reports To</b> Senior Project Officer	<b>Primary Location</b> Administration Building
<b>Role of Position</b> <p>The Project Support Officer supports the Project Management Office (PMO) in the day-to-day project administration, user support, system maintenance, monitoring and reporting of organisational projects, ensuring alignment with strategic goals and adherence to governance frameworks. This role plays a key part in implementing and optimising the project software system to enhance project delivery and reporting.</p>				
<b>Accountabilities</b> <ul style="list-style-type: none"> <li>Support the implementation and configuration of the project software module across teams.</li> <li>Ensure project documentation, plans, and schedules are accurately maintained within the software system.</li> <li>Train and support staff in the effective use of the project software and PMO processes.</li> <li>Monitor project progress and performance, generating standard reports and distributing them to stakeholders.</li> <li>Support project initiation and closure activities, including business case collation, lessons learned documentation, and system archiving.</li> <li>Schedule standard Project meetings, take minutes and follow up on action items as required.</li> <li>Identify and escalate risks or issues arising from project data trends.</li> <li>Assist with change management processes related to the project software rollout.</li> <li>Liaise with IT and vendors to resolve project software-related technical issues.</li> <li>Conduct regular data quality reviews to ensure accuracy and completeness of project information in the system.</li> <li>Conduct user acceptance testing, validate system functionality and collect feedback during implementation.</li> <li>Develop and deliver training materials and sessions associated with the project software system and PMO processes, based on existing material.</li> <li>Contribute to continuous improvement of PMO tools and practices.</li> <li>Maintain user access, roles, and configuration updates in coordination with the Senior Project Officer and IT.</li> <li>Act in accordance with CoB values; promote and model an integrated 'one team' approach to working across all components of the City of Bunbury.</li> </ul>			<b>Internal Relationships</b> <ul style="list-style-type: none"> <li>All City of Bunbury employees</li> </ul>	
<b>Essential Criteria</b> <ul style="list-style-type: none"> <li>Post secondary qualification or extensive knowledge and skills in a relevant discipline.</li> <li>Strong analytical skills, including demonstrated ability to use analysis to drive change and achieve results</li> <li>Experience developing high quality documentation</li> <li>Experience in the management of projects within an established project delivery framework</li> <li>Experience with implementing and configuring enterprise software or project management tools</li> <li>Ability to achieve shared outcomes by engaging, influencing and effectively working with a variety of stakeholders</li> <li>Experience in effectively supporting people or groups through change.</li> <li>Demonstrated commitment to continual self-improvement, including integrating performance feedback to improve own results</li> </ul>			<b>External Relationships</b> <ul style="list-style-type: none"> <li>Local Government agencies</li> <li>Corporate Suppliers</li> <li>Other regulatory authorities</li> <li>Elected Members</li> </ul>	
			<b>Financial Accountabilities and Delegations</b> <ul style="list-style-type: none"> <li>Acts within established practices, policy and legislation</li> <li>Purchasing authority specific to PMO function</li> </ul>	
			<b>Desirable Experience</b> <ul style="list-style-type: none"> <li>Experience coordinating multiple initiatives and prioritising activities to maximise organisational outcomes</li> <li>Experience working and contributing to an effective team</li> <li>Diploma of project management or other relevant qualification.</li> </ul>	

<p><b><u>Mission Statement</u></b> Welcoming and Full of Opportunities</p> <p><b><u>Values</u></b> Employees at the City of Bunbury observe the following Values in their day to day activities:</p> <p><b>We are Community</b></p> <ul style="list-style-type: none"> <li>• We are <b>one team</b></li> <li>• We keep each other <b>safe</b></li> <li>• We display <b>empathy and respect</b></li> <li>• We have <b>fun</b> and <b>celebrate</b> our successes</li> <li>• We work together to <b>achieve</b> great outcomes</li> </ul> <p><b>We are Open</b></p> <ul style="list-style-type: none"> <li>• We are <b>open to opportunities</b></li> <li>• We <b>actively listen</b> and think things through</li> <li>• We are <b>inclusive</b> and treat everyone <b>equally</b></li> <li>• We are <b>honest</b> and open in our <b>communications</b></li> <li>• We are open to feedback to <b>improve</b> our performance</li> </ul> <p><b>We are Brave</b></p> <ul style="list-style-type: none"> <li>• We <b>lead the change, we own it!</b></li> <li>• We <b>trust</b> and <b>empower</b> each other</li> <li>• We have the <b>difficult conversations early</b></li> <li>• We hold ourselves to the <b>highest standard</b></li> <li>• We have the <b>courage</b> to improve and <b>simplify</b></li> </ul> <p><b>#WEARECOB</b></p>	<p><b>Misconduct</b> City of Bunbury employees are required to comply with our Code of Conduct and refrain from behaviour that is deemed misconduct.</p> <p><b><u>Employees must:</u></b></p> <ul style="list-style-type: none"> <li>• Apply accountable and ethical decision making principles within the work environment.</li> <li>• Behave in accordance with legislation, City of Bunbury Council Policies, Management Policies and Employee Code of Conduct.</li> <li>• Understand and observe the definitions of Misconduct and Serious Misconduct as defined in the Corruption Crime and Misconduct Act 2003.</li> <li>• Report any information about actual or potentially fraudulent, corruption or illegal activities, including breaches of the City's Code of Conduct, to your Manager, Director or CEO.</li> </ul> <p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>• Understand and adhere to the Risk Management Policy, Corporate Guidelines and related procedures. When required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director.</li> <li>• Apply sound operational risk management practices within the work environment.</li> </ul> <p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>• Foster, advocate and implement the City's Customer Service Charter.</li> <li>• Aim to exceed customer expectations.</li> <li>• Strive for an element of consistency from one service transaction to the next.</li> <li>• Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery.</li> <li>• Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider.</li> </ul>	<p><b>Work Health and Safety</b> <b><u>Managers/Supervisors must:</u></b></p> <ul style="list-style-type: none"> <li>• Ensure adherence to WHS policies and procedures.</li> <li>• Consult and cooperate with workers and WHS representatives on WHS issues.</li> <li>• Ensure that workers are equipped with the information, instruction, training, and supervision that they need to work safely.</li> <li>• Identify, assess, and control hazards within their area of responsibility by applying the hierarchy of controls.</li> <li>• Encourage early reporting of incidents, gather initial information to assist investigations and forward to WHS Team immediately.</li> <li>• Ensure that workers are aware of, and abide by, all relevant health and safety procedures, particularly those relating to the operation of plant and equipment.</li> <li>• Develop Safe Work Procedures as required in consultation with the workers and ensure adherence to procedures.</li> <li>• Provide PPE as required and ensure workers are aware of correct usage and storage requirements.</li> <li>• Ensure all plant and equipment is properly maintained.</li> <li>• Maintain relevant knowledge of WHS issues.</li> <li>• Act as a role model by demonstrating safe work behaviours.</li> </ul> <p><b><u>Workers must:</u></b></p> <ul style="list-style-type: none"> <li>• Take reasonable care to ensure their own health and safety and that of others who may be affected by their acts or omissions, as defined in WHS legislation.</li> <li>• Participate in the development of a healthy and safe workplace.</li> <li>• Comply with any reasonable instructions given for their own health and safety and that of others, to comply with legislation and local polies and procedures.</li> <li>• Cooperate with management in its fulfilment of its legislative obligations.</li> <li>• Report any injury, illness, hazard or near miss immediately, where practical to their supervisor.</li> <li>• Familiarise themselves with the work health and safety policies and procedures</li> <li>• Not wilfully or recklessly interfere with safety equipment.</li> </ul> <p><b>Accountable and Ethical Decision Making</b></p> <ul style="list-style-type: none"> <li>• Ensure actions and decisions are impartial and unbiased and can be justified and accurately explained.</li> <li>• Act fairly and justly, abiding by principles of due process and natural justice.</li> <li>• Be accountable and transparent.</li> <li>• Do your job effectively and as efficiently as possible.</li> <li>• Behave in accordance with legislation, City of Bunbury Council Policies, Corporate Guidelines and Code of Conduct.</li> <li>• Declare any potential conflicts of interest.</li> </ul>
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Signature:

Date: