

POSITION DESCRIPTION

Project Officer (Term Contract)

POSITION DETAILS

Date of Position Description	July 2026
Position Title	Project Officer
Position Grade	10
Directorate Business Unit	Community Services Social and Community Services
Reports to	Community Capacity Building Lead
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements

POSITION OVERVIEW

The Project Officer is responsible for supporting the delivery of Council's response to strategic and priority objectives. Situated within the Community Capacity Building (CCB) Team, this role works closely with internal and external stakeholders to achieve improved community outcomes and impact which contribute to building a City of strong, resilient and thriving communities.

The role will work within the Prevention and Inclusion portfolio which include any of the Homelessness and Prevention of Domestic & Family Violence strategic priorities with a primary focus on the delivery of the Game on for Change Project.

KEY RESPONSIBILITIES

Role Specific

- Assist with and support the delivery of major projects and strategic programs within Council in a way consistent with Council's values.
- Identify opportunities for funding and projects consistent with Council's vision and strategic direction.
- Contribute to preparation and communication of components of the Unit's business plan(s), including budget, priority projects and performance measures.
- Coordinate, interpret, present and communicate management reports, including financial, people and service standard information with support from Community Capacity Building Lead and other Leaders.
- Coordinate reporting internally and externally using a range of software on projects being delivered.
- Contribute to the ongoing development of project plans, work specifications and service level agreements, contracts and project management arrangements relevant to the Community Capacity Building Team.

Baseline

- Monitor performance metrics and mechanisms to identify early visibility of risks to enable mitigation approaches.
- Contribute to the production and improvement of routine and customised reports and analysis to facilitate informed decision making.
- Ensure that all practices are up to date with current and relevant legislation, statutory regulations and better practice to ensure a subject-matter-expert mindset is adopted and promoted to all stakeholders.
- Promote continuous improvement and innovation in practices, optimisation of technology, procedures and recommendations with the aim of providing better service to the community in line with the organisation's values.
- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities.
- Manage reasonable care of the health and safety of yourself, employees, visitors, contractors and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Champion customer service and organisational effectiveness, by acting ethically, honestly and with fairness.

KNOWLEDGE

Qualifications

- Tertiary qualifications in the social sciences or related field applicable to social planning and community development.
- Driver's Licence

Experience

- Minimum 3 years' experience in a position related to community development or social sustainability.
- Demonstrated ability to coordinate activities and/or community campaigns to provide opportunities for service enhancement and achievement of improved long-term community outcomes.
- Sophisticated understanding of the social determinants of health and community capacity building principles, specifically in relation to empowerment and addressing structural disadvantage.
- Strong experience in planning, delivering and reviewing projects or community initiatives including aptitude for online project management tools.
- Very well-developed program management skills including financial and budgetary management, program planning, policy development and quality improvement processes
- Demonstrated ability to apply complex analytical and problem-solving skills and to influence, retain and engage internal and external stakeholders in both the process and outcomes

Skills

- Demonstrated communication and interpersonal skills including experience in negotiation, influence, consultation, teamwork and change management
- High level written and verbal communication skills; ability to articulate complex problems and solutions in a simple, logical and impactful manner.

- High level ability to build relationships and influence others with an engaging approach and technique.
- High level problem solving and decision-making ability, including confidence in working with leaders to resolve high priority, and often sensitive and complex issues