POSITION DESCRIPTION

SENIOR PROJECT OFFICER

POSITION DETAILS

Date of Position Description	October 2026
Position Title	Senior Project Officer
Position Grade	12
Directorate | Business Unit	City Services & Projects | Integrated Grants & Projects
Reports to	Project and Grants Administration Officer
Physical Requirements Category	Category 1 – Desk role with Ergonomics Requirements
Job Location	316 Victoria Road, Rydalmere (Council retains the right to alter locations should the operational need arise)

POSITION OVERVIEW

The Senior Project Officer will lead the inception and delivery of priority projects within the Projects and Grants Team that contribute to the vision for the future of Parramatta, the Central City and the Council's delivery program. This role will work cross-functionally to problem solve and project manage complex and strategically important deliverables for a rapidly growing Local Government Area, at the centre of Metropolitan Sydney.

KEY RESPONSIBILITIES

Role Specific

- Lead and manage major projects and strategic programs within Council in a way consistent with Council's values of customer focus, innovation, teamwork and integrity.
- Identify, investigate, and maximise strategic opportunities for the City aligned with Council's vision and City priorities.
- Inform outcomes achieved through strategic relationships, advocacy, identifying and securing opportunities for funding or resources consistent with Council's major priorities.
- Coordinate, interpret, present and communicate reports, presentations and other documents for relevant audiences, including senior staff, and on occasion, external stakeholders and Council with support from Senior Management

Baseline

- Support and lead the development, implementation and management of systems and associated processes and procedures to promote alignment towards achieving desired organisational outcomes and strategic priorities.
- Apply knowledge, best practice, innovation and subject-matter expertise to promote continuous improvement and contribute towards the growth and maturity of the organisation.
- Monitor performance metrics and mechanisms to identify early visibility of delivery risks- to enable mitigation approaches.
- Contribute to the production of routine and customised reports, dashboards and analysis to facilitate informed decision making.

- Ensure to take 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.
- Contribute to customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
- Comply with Council policies, as amended from time to time

KNOWLEDGE

Qualifications

- Degree qualification that relates to a relevant discipline to the operation of City Strategy such as planning, innovation, design, business and/or project management.

Experience

- Proven Senior experience in project administration or project management to deliver multi-faceted and integrated outcomes.
- Demonstrated significant experience in identifying and protectively solving complex problems.
- Demonstrated significant experience leading and working with multi-disciplinary teams.
- Demonstrated significant experience in leading the development of strategic documents and policies.

Skills

- Proven ability to deliver significant, cross-functional projects, policies or strategies on time and on budget, managing the needs of multiple stakeholders.
- Demonstrated skills in written communication for diverse audiences, including development of strategic document/s.
- Proven ability to work with initiative and versatility on a wide range of matters, including solving a range of complex problems through innovation and collaboration.
- Demonstrated high level application of analytical, creative thinking and problem-solving skills in a complex, multidisciplinary environment.
- Highly developed planning, organisation and prioritisation skills, including the ability to meet tight deadlines and balance competing priorities.
- Exceptional ability to communicate, negotiate, build relationships and influence others with an engaging approach and technique.
- Developed problem solving and decision-making ability, including confidence in working with others to resolve high priority, and often sensitive and complex issues and conflict.
- Developed understanding of the role and purpose of Government.