

# POSITION DESCRIPTION

## STUDENT PROJECT OFFICER – CATCHMENT ENGINEERING

### POSITION DETAILS

|                                |                                                                                                                  |
|--------------------------------|------------------------------------------------------------------------------------------------------------------|
| Date of Position Description   | January 2026                                                                                                     |
| Position Title                 | Student Project Officer – Catchment Engineering                                                                  |
| Position Grade                 | 5                                                                                                                |
| Directorate   Business Unit    | City Services & Projects   Environment & Sustainability                                                          |
| Reports to                     | Coordinator Catchment Management                                                                                 |
| Physical Requirements Category | Category 1 – Desk role with Ergonomic Requirements                                                               |
| Job Location                   | 316 Victoria Road, Rydalmere<br>(Council retains the right to alter locations should the operational need arise) |

### POSITION OVERVIEW

The Student Project Officer is a temporary, part time role aimed at University, TAFE (or equivalent) students who are nearing their final year/s of study and are enrolled in a relevant full or part-time course such as science, environmental science, environmental or civil engineering, or a related field of study.

The Student Project Officer leads and participates in project teams that contribute to complex, diverse and, at times, sensitive information as well as providing a professional, timely and customer focused service.

This position would suit an enthusiastic and capable person considering a career in government who is looking for experience in a range of strategic projects and is interested in how Cities and Councils work.

### KEY RESPONSIBILITIES

#### Role Specific

- Provide project management, administration and business support.
- Deliver key projects and programs to support the Catchment Management Team in relation to flood and drainage engineering.
- Provide additional business and administrative support services to the Coordinator Catchment Management.
- Undertake research and trend analysis including data collation, interpretation and presentation of recommendations for action.
- Produce timely, accurate and professionally presented information using high level computer skills in word-processing, spreadsheets and a range of Microsoft products.
- Utilise appropriate technology for project, financial and database management.
- Liaise with internal staff, contractors and the general public, maintain and develop business relationships with internal and external customers and provide a friendly and professional quality customers service to those who come in contact with environment and sustainability teams within the Environment and Sustainability Unit.

#### Baseline

- Ensure that all practices are up to date with current and pertinent 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 client base in line with the organisation's values.
- Build in performance metrics and mechanisms to identify early visibility of risks to enable mitigation approaches.
- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities.
- 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

- A current tertiary student (preferably final year) of University, TAFE or equivalent study in science, civil or environmental engineering, or similar a field.
- Current NSW Class C drivers Licence

##### Experience

- Proven ability to work with initiative and versatility on a wide range of matters, including solving a range of different problems of some complexity
- Demonstrated ability to lead and manage small projects (examples could be from course work, personal or work environment).

##### Skills

- High level computer skills (MS Office), particularly with presentations and report writing.
- Highly developed planning, organising and time management skills including the ability to meet tight deadlines and balance competing priorities.
- Demonstrated highly developed communication, teamwork and interpersonal skills