

Position Description



POSITION DETAILS

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| Date of PD | May 2016 |
| Position Title | Student Project Officer – City Strategy (Temporary) |
| Position Grade | 5 |
| Group Business Unit | City Strategy & Development City Strategy |
| Reports to | Senior Project Officer – Strategy & Support |
| Physical Requirements Category | Category 1 – Desk role with Ergonomic Requirements |

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 town planning, urban design, social outcomes, economic development, transport planning, environmental outcomes or strategic planning and policy development.

The Student Project Officer leads and participates in project teams that contribute to complex, diverse and, at times, sensitive programs and projects as well as providing a professional, timely and customer focused service. The role also provides business and administrative support services within a team environment.

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

Impact – Operational

- Provide project management, administration and business support
- Assist in preparing and communicating the Unit's Business Plan/s including budget, priority improvement projects and performance measures.
- Deliver key projects and programs to support the teams within the City Strategy Unit.
- Provide additional business and administrative support services to the Manager City Strategy
- 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, desktop publishing, spreadsheets and presentation software.
- Utilise appropriate technology for project, financial and database management.
- Ensure compliance with Council's obligations as an employer under WH&S legislation (and associated regulations) for all activities within the area of responsibility.
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times.
- Contribute to improved customer service and organisational effectiveness, by acting ethically, honestly and with fairness.

Communication

- Liaise with internal staff, Councillors and the general public, maintain and develop business relationships with internal and external customers and provide a friendly and professional quality customer service to those who come in contact with City Strategy Unit.

Innovation

- Assist in identifying opportunities for funding and projects consistent with Council’s vision and strategic direction
- Implement a range continuous improvement projects.

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| Knowledge |
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Qualifications (Level)

- Enrolled in latter stages of University, TAFE or equivalent study in land use planning, urban design, social outcomes, economic development, transport planning, environmental outcomes, strategic planning and policy development or similar field.

Experience & Skills

- 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)
- 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, team work and interpersonal skills

Acknowledgement:

I, acknowledge that I have read and understood the above position description and have been given a personal copy.

Signatures:

Employee’s Signature Date:

Manager’s Signature..... Date: