

| | |
|-------------------------------|---|
| Position Title | Project Officer – Capital and Minor Works |
| Portfolio | Corporate Services |
| Division | Capital and Minor Works |
| Department/Cost Centre | Facilities- 05200 |
| Classification | Specialist Staff Level 4 |
| Position Number/s | 102506 |
| Reporting to | Manager - Capital and Minor Works |
| Supervises | NIL |

Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

To better meet the demands of the fast paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none. Our campuses are located in Warrnambool, Portland, Hamilton and Colac, with facilities and services set to expand as the region grows.

Our **Ambition** is to provide future focused education that creates a lifetime of opportunity and employability. Our **Purpose** is to deliver a modern and fresh approach to helping generations develop the skills they need for the futures they aspire to.

Our **Values** are:

- **Integrity & Impartiality** - We are transparent and ethical in all that we do, every day
- **Respect & Human Rights** - We demonstrate trust, understanding and embrace diversity
- **Leadership** - We will be forward thinking, collaborative and inspirational
- **Accountability** - We take ownership of our actions and deliver on our promises
- **Responsiveness** - We will deliver and respond with care.

Division Overview

The Corporate Services portfolio is responsible for providing high level strategic planning and operational support, research and advice and administration to the CEO, senior management and the Board across finance, facilities master planning, occupational health and safety, student support services and digital innovation and ICT functions.

Position Overview (Your Opportunity)

The Project Officer – Capital and Minor Works is an experienced administrative professional with the ability to support, demonstrate and lead in administrative excellence in support of the development of the Capital and Minor Works Department and associated projects.

The position focus is on supporting the Manager – Capital and Minor Works in the delivery of Capital and Minor Works, and coordinates the administration requirements of the day to day services. The Project Officer – Capital and Minor Works significantly contributes to establishing client relationships both internally and externally, to ensure the achievement of successful and timely outcomes which ensures a high level of customer experience and satisfaction.

This position may from time-to-time need to assist with other South West TAFE Facilities Projects as required.

Key Accountabilities

All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation, These accountabilities include but are not limited to:

Your Position

- Providing high level administrative and confidential professional services to the manager Capital Works and Projects including file creation, management and dealing with sensitive and confidential issues.
- Coordinate Stakeholder Engagement meetings, presentations and collate feedback and outputs.
- Preparing and developing project correspondence, presentations and other documents for presentation to the project team and other relevant stakeholders. These documents and presentations may be confidential in nature.
- Responsibility for all project meeting agendas, minutes and actions, and arranging appropriate facilities/ remote meeting scheduling for all project team, working group, consultation and Project Control Group meetings.
- Contribute to, maintain and deliver to the project's Stakeholder Engagement and Communications Plan.
- Assist with other projects and project documentation as required.
- Facilitate site tours and events relating to the construction and change management process of the project.
- Communicate with the Institute Executive Office and other senior staff to ensure the timely flow and preparation of information to assist with the efficient operation of Capital and Minor Works including the Learning & Library Hub.
- Assist with decanting/ moves relating to capital works projects, including additional areas for consideration and removal.
- Assist with the management of and communication with contractors and subcontractors relating to the Project.
- Maintain confidential files, documentation including staff management across the department.
- Coordinate and assist in large projects and events under direction of the Manager.
- Investigate, manage and activate travel and accommodation arrangements for the project team where required. This may involve event registrations, itinerary development and coordinating with external companies and bodies.
- Manage and coordinate the progress of financial transactions for the Capital and Minor Works and the Learning & Library Hub against the department's projects in accordance with South West TAFE guidelines.
- Operate within specific guidelines but with scope to exercise discretion and innovation in the application of established procedures.
- The Project Officer is required to have advanced technology skills that include management of compulsory documentation on a variety of systems that require elevated access. They will work with and develop processes, policies and frameworks that include the storage and retrieval of essential documentation.

Your Organisation

- Recognise areas in which guidance and support is required from the Manager and seek appropriate assistance
- Keep up to date with relevant information and industry best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seek to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisations Achievement Development Programme (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

Key Selection Criteria (Key to Success)

Successful candidate will demonstrate the best combination of the following characteristics;

- Initiative, discretion and judgement of a high order with the ability to maintain confidentiality
- Utilise excellent interpersonal skills when communicating to build effective working relationships in a team environment.
- Demonstrated meticulous attention to detail
- Proven strong verbal and written communication skills, well developed interpersonal skills including the ability to interact effectively with a diverse range of people
- High level of engagement and relationship-building skills across internal and external audiences
- Strong time management and effective organisational skills, with the ability to think laterally, work with constraints in achieving deadlines in an environment of competing priorities.
- Able to diagnose, solve and rectify problems through the application of personal capabilities and attributes, promoting effective and efficient processes and outcomes

Qualifications and Requirements

Mandatory requirements

- Relevant degree in business or project management etc. or relevant work experience with lesser qualifications
- Employee Victorian Working with Children and satisfactory Police Check
- Experience using Microsoft Office products and relevant industry software and programs

Highly desirable requirements

- Experience in working in a TAFE environment across a range of departments in administration and support capacity

Additional Information

- South West TAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply
- South West TAFE promotes the safety, wellbeing and inclusion of all children including those with a disability
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2016
- Any member of SWTAFE may be required to work at any site dependent upon business needs

| | Authority level | Name | Date |
|-----------------------|------------------------------|---------------|------------|
| Prepared by | Recruiting/Hiring Manager | Emily Trodden | 09/02/2022 |
| Approved by | Department Executive Manager | Andrew Long | 18/02/2022 |
| P&C review | People & Culture | P&C Review | 18/02/2022 |
| Agreed by | Incumbent | | |