



WHITEHORSE CITY COUNCIL

Position description

Job title: Project Support Officer	
Classification: Band 5	Effective Date: January 2025
Reports to: Project Manager, Major Transport Projects	Tenure: Temporary till 30 June 2027

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

The position will provide project support relating to Victorian Government major transport projects, such as North East Link and Suburban Rail Loop. The project tasks aim to maximise the social, environmental, amenity and financial benefits for the Whitehorse community.

Key Responsibilities

Position Specific Responsibilities

Assist with managing projects that are funded and/ or managed by the Victorian Government. Tasks may include:

- Updating project budgets
- Liaising with internal and external stakeholders regarding meetings, events and project tasks
- Ensuring project documentation is up to date and recorded appropriately
- Assisting with communications activities
- Completing project administration tasks
- Reporting project updates and completing funding acquittals
- Processing invoices and receipts for accounts payable and receivable
- Prepare and present project progress reports

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Accountability and Extent of Authority

Budget: Nil

Staff responsibility: Nil

Judgement and Decision Making

- The position is accountable for undertaking tasks within allocated timeframes and budgets.
- The position has the authority to work independently on day-to-day tasks. Guidance on complex issues is available from senior officers.

- The position will make decisions to ensure standard Council and team procedures and processes are adhered to.

Specialist Knowledge and Skills

- Understand underlying principles when interpreting Regulations, Policies and procedures.
- Demonstrated skills in supporting the management of project budgets, reports, records maintenance and liaising with stakeholders.
- Proficiency in the application of the Microsoft suite of applications and management support systems including: PMO365, ORACLE, Content Manager and Pathway UX or similar.

Qualifications and Experience

- Relevant Diploma or Degree in related discipline.
- Previous experience in a similar role is required, including experience with administration and customer/ stakeholder focused tasks.
- Whilst not necessary, Local Government experience is desirable.

Interpersonal Skills

- Excellent written and verbal communication skills and the ability to tailor information to individual audiences.
- Ability to gain cooperation and assistance from internal and external project stakeholders.

Key Relationships:

- The position will liaise with internal officers from most Council departments.
- The position is required to maintain professional relationships with government agencies, contractors, consultants community members and officers from other Councils.

Management Skills

- Ability to manage time, set priorities and plan.
- Ability to work flexibly, independently and within a team environment.
- Supervises and coordinates the workflow or operational tasks of others.

Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- A valid Victorian driver's licence.

Key Selection Criteria

- Demonstrated skills in supporting the management of project budgets, reports, records maintenance and liaising with stakeholders.
- Proficiency in the application of Microsoft suite of applications and management support systems including: PMO365, ORACLE, Content Manager and Pathway UX or similar.
- Excellent written and verbal communication skills and the ability to tailor information to individual audiences.
- Ability to gain cooperation and assistance from internal and external project stakeholders.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.		Performed sometimes	
Hand/Arm Movement Tasks involve use of hand/arms		Performed sometimes	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.		Performed sometimes	
Standing Tasks involve standing in an upright position		Performed sometimes	
Reaching Tasks involve reaching above head, and above and equal to shoulder height		Performed sometimes	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects		Performed sometimes	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another		Performed sometimes	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	<i>Comments</i>
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body		Performed sometimes	
Keyboard Duties Tasks involve sitting at workstation and using computer.		Performed often	
Satisfactory Vision Standard of vision required equal to that required for driver's licence		Performed often	

Any other relevant comments: