

Project Officer Position Description

Role Details:

Position Title	Project Officer
Reporting to	Construction Manager
Liaises with internally	All Beyond Housing managers and staff
Liaises with externally	Consultants, local councils, funding bodies, builders, community stakeholders
Supervises	-
Purpose of the Position	To plan, coordinate, and monitor construction projects from design to handover, ensuring that projects are completed on time, within budget and to high quality standards, whilst mitigating risks.
Hours	Full time
Salary/Rate	Social, Community, Home Care, Disability Services Industry Award (SCHADS) Level 5
Essential Criteria	1. Relevant qualifications and/or experience in project management or building and construction 2. Excellent communication skills and ability to develop strong relationships 3. Effective time management skills and the ability to manage multiple priorities 4. Exceptional attention to detail 5. Proficient IT skills 6. Demonstrated experience monitoring project budgets 7. The capacity to assess and report on risks and emerging issues 8. Current Driver's Licence
Preferred Criteria	1. Knowledge of council planning schemes 2. Experience with project planning programs and tools 3. Knowledge of housing design guidelines and standards

	4. Knowledge of tender evaluation processes and procurement
Key Performance Indicators	• Projects delivered on time, within budget and scope (including meeting funding requirements and internal building specifications) • Project Briefs populated and maintained throughout the life of the project supporting a streamlined handover process • Project documentation developed on time and submitted to authorities in a timely manner • Internal and external reporting deadlines met • Accurate information to support internal decision-making process provided on time • Project database accurate and up to date on a weekly basis • Risk monitoring and reporting monthly

Capability Framework:

Key Area	Detail
Understand role requirements – technical and operational	• Maintains current knowledge and skill required to complete role • Knows and applies the relevant legislation and regulations • Seeks to maintain knowledge of best practice approaches in relevant sector
Understands stakeholders and their needs	• Communicates appropriately and effectively • Seeks to understand customer needs • Establishes and maintains professional relationships and networks
Determines solutions	• Identifies problems and finds solutions • Makes decisions appropriately • Assesses relevant risks
Deliver Services	• Understands and uses internal systems and processes • Is outcomes focused • Is quality focused
Manage Self	• Manages time effectively • Is adaptable and flexible • Demonstrates resilience • Demonstrates self-care and awareness of health & wellbeing

Responsibilities:

Key Area	Tasks
Project Management	• Coordinate and monitor construction projects from design to handover, ensuring projects are completed on time, within budget and to high quality standards, whilst mitigating risks and ensuring compliance with regulations • Ensure all projects meet internal and nominated external design standards, specifications and requirements • Manage a variety of projects concurrently, including the planning and programming of works • Maintain Project Briefs throughout the life of the project supporting a streamlined handover process • Monitor project progress, proactively identifying risks and implementing corrective actions • Update and maintain project information across all relevant databases
Procurement	• Provide support to the Construction Manager with construction contracts addressing contractual matters with clients/consultants/ subcontractors/suppliers • Provide support to the Construction Manager to assist with negotiating variations, claims, and Extensions of Time (EOT) • Assist with project procurement and tender evaluation processes
Reporting	• Complete internal monthly project reports that include potential risks and overruns, status of all sites and budgets. • Ensure risk and issues are reported to management • End of project review and analysis, including post completion reporting
Relationships	• Maintain regular meetings/contact with builders and contractors to monitor projects • Liaise with relevant internal and external stakeholders as required
Record Keeping	• Record all project activity in Project templates /databases • Accurately record and file relevant property and construction information

Broad activities of Beyond Housing	• Capacity to contribute broadly and positively to the culture, environment and strategic direction of the organisation • Act in a manner and represent the organisation in a way that is consistent and reflective of the Beyond Housing values • Adhere to human resources policies including anti discrimination, Code of Conduct, harassment and equal opportunity policies • Adhere to workplace health and safety policies and proactively contribute in maintaining a safe and clean work environment • Display a positive attitude, treat others with respect and be an active member of the team • Follow lawful direction provided by senior members of the team • Adhere to the Child Safe Standards framework outlined in Policies and Processes, including maintaining a National Police Check and Victorian Working With Children Check. • Abide by relevant legislation including; Privacy and Confidentiality legislation and ensure the strictest confidentiality in all dealings
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I hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of the business.

Name

Date

Instructions:

1. Staff should read this Position Description carefully and ask questions if any clarification is needed.
 2. Staff should retain a copy of this Position Description for their own reference and use.
 3. This is a living, breathing document and may change with the needs of the organisation. Staff and Managers should discuss changes in the position as they arise.
 4. Managers must provide a copy of this Position Description with their letter of offer.
 5. Managers must discuss all requirements in this Position Description with their staff member.
 6. A signed copy of this Position Description must be returned to Human Resources.
 7. Human Resources will place a signed copy on the staff member's file.
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