



BYRON SHIRE COUNCIL

POSITION DESCRIPTION

POSITION: **Project Support Officer**

REPORTS TO: Manager Sustainable Environment and Economy

DIRECTORATE: Sustainable Environment and Economy

BRANCH: Environmental & Economic Planning

CLASSIFICATION: Grade 6

STAFF: Nil

CONTACTS:	Internal	External
	General Manager and staff at all levels	Residents and ratepayers Government Departments Commercial enterprises Consultants

POSITION OBJECTIVE:

To provide a high level of administrative and project support to a multidisciplinary team and manage multiple tasks in a fast paced working environment.

ORGANISATION VALUES

You will demonstrate the Byron Shire Council's Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



WE LEAD WITH ENTHUSIASM AND PURPOSE



WE ARE OPEN, HONEST AND RESPECTFUL



WE FOSTER WELLBEING AND CREATIVITY



WE ACHIEVE OUR GOALS AND SUCCEED TOGETHER

KEY RESPONSIBILITIES:**Organisational Relationships**

- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.

Operations Management

- Provide high level project and administrative support across the Environmental & Economic Planning team's projects and services, including the use of the MS Office suite of software, Survey Monkey, Your Say and other web based platforms.
- Provide high quality information to customers and internal staff.
- Produce high quality original and standard documentation (such as letters, memos, reports, templates, agendas/minutes, public exhibition material including advertising flyers & notices, fact sheets & FAQs, electronic newsletters and web updates) for the team.
- Review project and technical information to create communications for the public in plain English.
- Provide accurately researched information as required.
- Assist with servicing Council committees, project reference groups and guidance groups as required.
- Assist with the administrative management of consultants/contractors as required.
- Monitor incoming calls for the Environmental & Economic Planning team; redirect calls, accurately recording information and respond to enquiries.
- Maintain Council and project registers and databases.

Financial Management

- Ensure compliance with delegations of the position is maintained
- Assist the team with project procurement and budget requirements.

Human Resource Management

- Comply with Council's Equal Employment Opportunity, corporate and human resources policies and procedures.

Other Duties

- Other such duties as required that are within the limits of the employee's skill, competence and training.

WORK HEALTH & SAFETY OBLIGATIONS:

Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's workplace operational health, safety and environmental management policies, protocols, procedures and practices

QUALIFICATIONS:

Certificate of Attainment in Business Administration or related discipline or equivalent experience.

EXPERIENCE:

Experience providing a high level of administrative and project support to a multidisciplinary team and manage multiple tasks in a fast paced working environment.

KNOWLEDGE:

Working knowledge of administrative processes.

COMPETENCIES:

Demonstrated ability to:

- Participate as an effective team member within the immediate work team and broader corporate environment.
- Solve problems and demonstrate initiative.
- Apply highly developed computer skills including ability to access and retrieve data in a windows environment.
- Apply well-developed interpersonal skills in order to communicate effectively, both verbally and in writing.
- Undertake accurate administration and project related tasks and deliver exceptional customer service.
- Manage multiple tasks, assess priorities and complete work within agreed deadlines.
- Communicate and explain information in a professional manner.
- Positively adapt to workplace change.

SELECTION CRITERIA

Essential Criteria

- Certificate of Attainment in Business Administration or related discipline or equivalent demonstrated experience in an administration role.
- Demonstrated computer literacy with extensive experience in MS Office suite of software (Word, Excel and Outlook) and other web based platforms.
- Demonstrated well-developed interpersonal, written and verbal communication skills with the ability to communicate with management, staff and the community in a professional manner.
- Demonstrated ability to work with established procedures and systems as part of a multi-skilled team, excellent organisational skills with an ability to plan and prioritise multiple assignments in a fast paced work environment.
- Demonstrated commitment to Work Health and Safety, Equal Employment Opportunity and Cultural Diversity principles.
- Current Drivers Licence

Preferred Criteria

- Knowledge of local government functions and associated administration processes.
- Demonstrated commitment to and understanding of process improvement and sustainability principles

PRESENT OCCUPANT:

SIGNATURE:

SUPERVISOR:

Manager Environmental and Economic Planning

SIGNATURE:
