

## **Position Description: Senior Project Officer**

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As a Senior Project Officer, you will lead from the front and mentor others when applying and interpreting guidelines. You will be accountable for delivering results and providing detailed technical, professional and policy advice in relation to the CEO in relation to project delivery.

Your well-developed communication skills will be critical to the success of the role as you will engage with a variety of stakeholders in order to progress and achieve project outcomes

### **Key responsibilities include:**

- Managing projects from end to end.
- Liaising with government, local industry and organisations to scope project requirements.
- Write successful grant and funding applications.
- Source and secure partnership opportunities.
- Identify and secure investment and venture capital opportunities.
- Develop and maintain effective working relationships with internal stakeholders, industry, levels of government and business groups including various associations.
- Coordinate meetings and events to foster good project management and economic development initiatives, including administration, liaison and follow up support in alignment with the objectives of the Board.
- Administration of project funding and expenditure.
- Implement projects that attract investment, support a business-enabling environment and lead to increased local economic output.
- Research, collect data, write reports and prepare information to assist with economic data, policy and strategies for the organisation and project outcomes.
- Provide administrative and support functions to assist with related events and meetings.
- Provide assistance to the CEO and other team members as required.
- Other relevant duties as may be required.

### **What you need:**

- An enquiring and flexible attitude.
- Capability working with internal and external stakeholders to foster sustainable outcomes including working collaboratively with a multidisciplinary team.
- Capability in managing projects and self-sufficient in the planning, implementation and reporting of projects.
- Facilitation skills and ability to guide engagement within the business community.
- Capability in research, data collection and report writing.
- The ability to identify synergies and risks and to effectively track and monitor key deliverables
- Scheduling, Risk Management and Budgeting.

- Monitor and control each phase and steps of project implementation.
- Identify and report project issues and project risks to the CEO and stakeholders.
- Find solutions to mitigate and/or minimise project risks and other issues.
- Prepare and deliver project management deliverables.
- Capability in project/program management, resource planning, reporting and budgeting.
- A passion for delivering quality outcomes.

**Key competencies include:**

- A talent to produce and analyse information quickly.
- Proficient in working across a number of stakeholder groups and work within a rapidly changing environment.
- Strong negotiation ability when dealing with external partners.
- An understanding of the strategic objectives of program and project activities.
- Proven experience in providing impartial, factual and evidence based advice.
- The ability to communicate in a confidential and sensitive manner.

**Key Deliverables**

1. Product development and attraction in the visitor economy sector.
2. Public private sector partnerships.
3. Project development and management from concept to delivery.
4. Commercial / Income generating project identification.
5. Contemporary knowledge of the innovation/ digital economy and emerging trends.