



Murrindindi
Shire Council

Position Description

**Project Support Officer–
LEAPing into Resilience**

Professionalism Integrity Accountability Empathy



Murrindindi 2030 Vision

We are sustainable, vibrant and resilient.

We focus on growing our business opportunities.

Our communities are safe and connected, enjoying a healthy and productive lifestyle within our wonderful natural environment.

POSITION TITLE

Project Support Officer – LEAPing into Resilience

JOB NUMBER

571

CLASSIFICATION

Murrindindi Council Enterprise Agreement Band 5

SIGNATURE _____

GROUP

People & Corporate Performance

DEPARTMENT

Governance & Risk

APPROVED BY

Manager Governance and Risk

DATE

July 2024

Position Overview and Objective

The LEAPing into Resilience project aims to build the resilience of small communities to withstand the impacts of natural disasters through the development of a Local Emergency Action Plan (LEAP). The project is grant funded through the Preparing Australian communities program, commencing in June 2022 and concluding in March 2025.

The project is a three Council partnership, with Mansfield, Strathbogie and Murrindindi Councils collaborating on project delivery and sharing resources. A Resilience Planning Officer manages the project delivery across all three councils.

This project support position would be primarily based in Murrindindi, with some travel to other work locations as required.

This is a fixed term; part time contract concluding on 31 March 2025 and is budgeted for 16 hours a week with some flexibility.

Key Responsibilities

The Project Support Officer position will provide specialist support, as directed, in relation to programs and community events delivered as part of the LEAPing into Resilience project.

This includes supporting project delivery with internal and external stakeholders including but not limited to:

- Event planning and organisation
- Supporting grant reporting and evaluation
- Website content management
- Liaising with training providers and facilitators for community events
- Purchasing, requisitions and account management
- Reporting and following project governance requirements (e.g. policy, procedure).
- Along with the Resilience Planning Officer, managing the program budget by seeking quotes, raising Purchase Orders, reviewing invoices, and tracking and reporting on budget expenditure.
- Support the Resilience Planning Officer to manage the project program by regularly updating the program, monitoring progress and reporting to the Resilience Planning Officer.
- Contribute to strong team culture to ensure cooperation and collaboration on projects.
- Maintain confidentiality and client privacy in relation to all workflow requirements.
- Demonstrate passion and motivation towards position functions maximising benefit for Council and the community with excellent customer service provided to all stakeholders.

Organisational Relationship

Reports to: Resilience Planning Officer

Supervises: Nil

Internal Relationships: Coordinator Emergency Management and Business Continuity Manager, Governance and Risk Communications and Customer Service staff
Other staff as required.

External Relationships: Mansfield and Strathbogie Shire Councils (nominated LEAP Project representatives)
Community groups and stakeholders
Program Stakeholders and Suppliers
Local and Regional Service Agencies

Key Selection Criteria

- Demonstrated experience in a multifaceted project environment.
- Highly developed organisational and project delivery skills.
- Excellent communication, customer service and stakeholder management skills.
- Ability to establish and maintain strong relationships and to work effectively at all levels in the organisation and within a team.

- Demonstrated capacity for improving procedures and processes to improve productivity and enhance customer and stakeholder experience.
- Intermediate to advanced Microsoft Office skills with an ability to use technology to facilitate better processes and practices.
- Degree or diploma course with little or no relevant work experience or a less formal qualifications with relevant work skills / experience.

Essential Position Requirements

The following section outlines requirements specific to this job.

Enterprise Agreement Ordinary Hours and Days Clause 16.2	"All" employee
Drivers Licence / Ability to travel	Required to enable travel to different sites (including within and outside the municipality) to undertake the requirements of the role
Physical Requirements	Physical requirement associated with an office based role
Psychological Requirements	All roles at Council have a public accountability and at times will be required to meet specified deadlines, general workload and completion demands and deal with some change that may be beyond the individual's personal control.
Checks	<p>Police / Criminal Record Check Yes – on commencement and during employment by self-disclosure obligation.</p> <p>Evidence of rights to work in Australia Required</p> <p>Working with Children Check Required to perform role due to access to child related information</p> <p>COVID Vaccination In accordance with Council policy</p>
Matters relevant to the above checks	Works with children / has access to child information
Information Technology Literacy	Well-developed knowledge and experience in computer literacy, using Microsoft Suite and other computer programs relevant to the position.
Work location conditions	Hybrid - In accordance with Flexible Work Policy
Outside ordinary hours of work	Ad hoc requirement for outside business hour or after hour work in accordance with business needs
Qualifications / Registrations / Licences / Memberships	As per key selection criteria

Band 5

Accountability and extent of authority	<ul style="list-style-type: none"> • Provide advice to or regulate clients and give support to more senior employees. • If appropriate, supervise resources, other employees or groups of employees and achieve clear objectives and/or budgets, frequent prior consultation with more senior employees and regular reporting to ensure plans are met. • Where providing specialist advice to clients or to regulate clients, undertake role with close supervision or to clear guidelines. The effect of decisions and actions taken on individual clients may be significant but the decisions and actions are always subject to appeal or review by more senior employees.
Judgment and decision making	<ul style="list-style-type: none"> • Work to well defined objectives by selecting from a range of alternative methods, technology, processes or equipment. • Solve problem using procedures and guidelines and apply professional or technical knowledge, or knowledge acquired through relevant experience. • Occasionally resolve problems of a complex or technical nature with solutions not related to previously encountered situations Apply creativity and originality where required. • Guidance and advice would usually be available within the time required to make a choice.
Specialist knowledge and skills	<ul style="list-style-type: none"> • When supervising others, have a thorough understanding of the relevant technology, procedures and processes used within the operating unit. • When interpreting regulations (as a specialists or employee) have an understanding of the underlying principles involved as distinct from the practices. • Understand the role and function of the senior employees to whom support is provided, an understanding of the long-term goals of the work unit and an appreciation of the goals of the wider organisation. • Understand the function of the position within its organisational context, including relevant policies, regulations and precedents.
Management skills	<ul style="list-style-type: none"> • Manage time, set priorities and plan and organise own work and that of supervised employees to achieve set and specific objectives. • Set objectives in the most efficient way possible within the resources available and within a set timetable. • Understand and implement basic human resource policies and practices including those related to equal employment opportunity, occupational health and safety and employees training and development.
Inter-personal skills	<ul style="list-style-type: none"> • Gain co-operation and assistance from clients, members of the public and other employees in the administration of well-defined activities and in the supervision of other employees where appropriate. • Write reports in field of expertise and/or to prepare external correspondence.
Qualifications and experience	<ul style="list-style-type: none"> • Degree or diploma course with little or no relevant work experience • May also have less formal qualifications with relevant work skills • Or may have relevant experience and work skills commensurate with the requirements of the work in this Band.

Murrindindi Shire Council acknowledges that Murrindindi Shire exists on Taungurung and Wurundjeri Woi-wurrung Country. We hereby express our respect for the Taungurung people and the Wurundjeri Woi-wurrung people of the Kulin Nation as the Traditional Owners of the land that encompasses Murrindindi Shire.

Organisational Responsibilities

Code of Conduct - comply with and foster an environment where every employee can consistently meet the standards of behaviour that are outlined in the Code of Conduct. Report and address matters or concerns in a timely and appropriate manner.

Values – demonstrate and model Council’s values in all aspects of your role. These values are Professionalism, Integrity, Accountability and Empathy.

Customer Service – deliver excellent service at all levels including internal and external service delivery. Engage with customers and meet community expectations in ways that foster a positive experience and deliver services using simplified but effective processes.

Diversity, Equity and Inclusion – create a psychologically safe culture where everyone feels respected, heard, included and free to speak up.

Safeguarding children, young people and vulnerable community members – promote safeguarding actions, model expected behaviours, speak up and act, and foster communities that are safe and free from violence.

Workplace Health, Safety and Wellbeing – model and set expectations to ensure safe work practice and methods for all. Follow OHS policies and procedures, immediately report and take appropriate action regarding all hazards and incidents. Work in a manner that is safe for you or all others. Use personal protective equipment clothing or equipment (PPE), reduce risks and only perform safe tasks for which you are capable, competent, appropriately trained and where applicable licenced.

Environment & Sustainability – Champion sustainability and make associated behaviour changes that foster environmental protection and sustainability in all that Council does. Create positive impacts on the environment, including energy and water efficiency, recycling and avoiding waste, zero carbon transport and sustainable procurement.



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