

# Project Officer (Operations Support)

## The Role

Operating from within Operations Support, you will be involved in undertaking project work to support Natural Resources including providing guidance on and assisting with the development and implementation of operational policies, guidelines and procedures with regard to the state-wide implementation of the water management framework.

## Key Duties and Accountabilities

- Assist with developing digital web based online forms.
- Liaise with technical stakeholders regarding web interface.
- Assist with the development of responses to stakeholder and public enquiries, the preparation of reports, correspondence, briefings and work programs as required.
- Work with a multidisciplinary team to assist with the review, formulation, development and implementation of policies, procedures and programs to support service delivery.
- Liaise with a range of experts from various disciplines (including groundwater and surface water hydrology, river ecology, aquatic biology, hydraulics engineering, social planning and economics), to ensure that input from all relevant disciplines is integrated into projects.
- Assist with development and delivery of web content and publications within departmental policies and guidelines.
- Other duties as directed and required

## Capabilities

In completing the role of Project Officer, the following capabilities from the Capability Framework are required for this role.

- **Solutions Focussed** – Commits to achieving quality outcomes and sees tasks through to completion by making recommendations based on thorough analysis and consideration of options.
- **Ideas into Action** – Takes action to overcome issues, problems obstacles and barriers to success.
- **Teamwork and Collaboration** – Understands the needs of team members and shares information to assist with coordination of work between areas.
- **Stakeholder Management** – Understands the work environment and contributes to the development of

### Role description

The role description gives an overview or what the job involves and how it fits within an organisation. It will often highlight the skills or experience needed to do the job.

You should refer back to the role description when considering responses to the selection criteria to ensure that you are using appropriate keywords.

### General duties and goals of the position

The details in the role overview and duties provide the context you need to customise your cover letter, resume, and selection criteria responses.

Make a note of any keywords that could be used in your selection criteria responses, particularly keywords associated with specific techniques or equipment.

You should get a sense of how well you fit the role with your existing education and work experience and judge whether you're a suitable candidate for the role.

### Selection criteria

The selection criteria are used to assess your suitability for a role. Examples of how you meet these criteria may be required as part of your written application or during an interview. Some organisations require candidates to meet all selection criteria whereas others are more flexible in their assessment of candidates.

In this case, the selection criteria are labelled as "capabilities". The criteria in this job description are quite broad and will allow you to use examples

plans and strategies and team goals.

- **Communication** – Constructs easy to read logical and fact based arguments, decisions and recommendations based on understanding research and analysis and confidently explains concepts to team members and others.

## Mandatory Requirements or Special Conditions

Possession of a degree in science, applied science or equivalent qualifications in a field relevant to the position.

## How to apply

To apply for this role, you will need to submit the following document/s.

- Your current resume detailing your previous work, voluntary or relevant experience including two referees who have personally observed you displaying the capabilities required for this role.
- A description of two activities (1-2 pages) that you have been involved in that can demonstrate to us that you possess the capabilities mentioned in the 'Capabilities' section.

Hand delivered applications will not be accepted.

### Selection criteria cont...

from a wide range of past experiences. However, for maximum impact, you should try to describe experiences that directly relate to the key duties and accountabilities.

### Instructions

Ensure you follow the instructions outlined on each job advert. Don't assume that each job advert will have the same requirements.

These instructions have specified that you should include a resume and a maximum two page response addressing the "capabilities". Rather than responding to the criteria individually, the instructions have requested that you describe two activities that involve the described capabilities. In this case, try to think of past experiences that involved several or all of the criteria and provide a detailed description of the activities.

Although not mentioned, you should also include a cover letter as an introduction.