

PROJECT MANAGEMENT OFFICER - POSITION DESCRIPTION

OUR VALUES & BEHAVIOURS

Proudly United

Value Statements:

We are proudly united as a team, as members of EGW and as members of our community.

We work towards a common goal in a safe, respectful and inclusive workplace.

We celebrate success together.

Enabling Behaviours:

Share information and openly communicate

Understand your role in achieving the common goal and own it

Actively listen and participate

Support and encourage others

Truly Authentic

Value Statements:

We act openly and honestly in everything we do and earn the trust of others by delivering what we promise.

We understand our strengths and our limitations.

We earn respect.

Enabling Behaviours:

Have the courage to do what's right even if it means taking the hard road.

Mean what you say and say what you mean

If you don't know ask!

Passionately Innovative

Value Statements:

In an ever changing world our key to success is innovation and making the most of our resources.

We achieve this by challenging the status quo, collaborating and embracing change.

We value each other's ideas and learn from honest mistakes.

Enabling Behaviours:

Don't be afraid to ask questions and challenge respectfully

Put it on the table

Be curious and have an open mind

Explore opportunities and be willing to accept risk

Embrace change

Openly Accountable

Value Statements:

We take personal responsibility and accountability for our actions and their outcomes.

We have a clear understanding of what is expected of us and act accordingly.

We seek to understand the changing needs of our internal and external customers and respond appropriately.

Enabling Behaviours:

Follow through

Be proactive

Hold self and others accountable, respectfully

Own your actions

Admit mistakes: learn from them & move forward

ABORIGINAL ACKNOWLEDGMENT

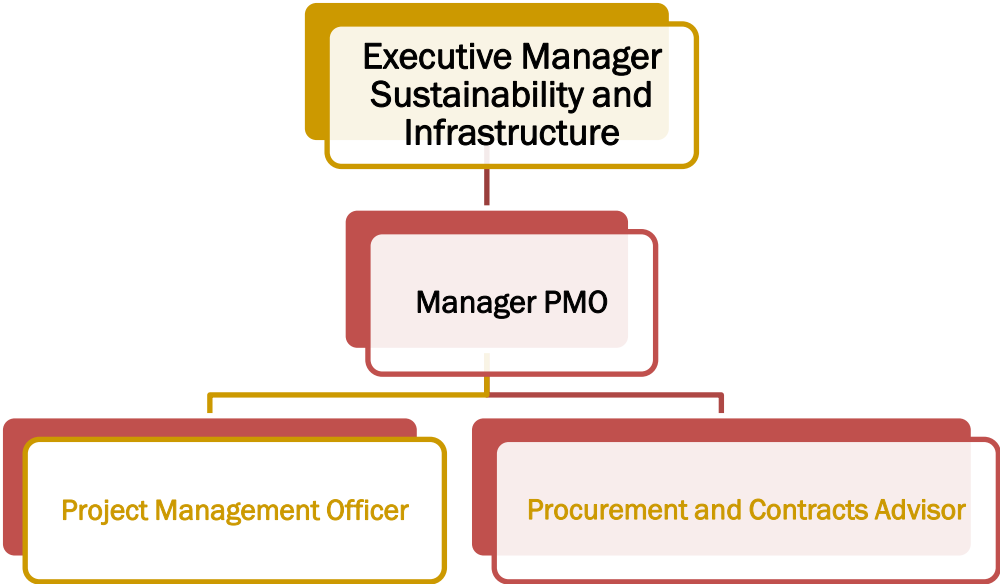
We acknowledge and respect the Gunaikurnai, Bidwell and Ngarigo Monero people as the Traditional Custodians of East Gippsland’s land and waters. We pay our respects to their Elders both past, present and emerging leaders.

We recognise and respect their unique cultural heritage beliefs and intrinsic connection to Country, which continues to be important to them today. We are strongly committed to further developing our relationships and partnerships with Aboriginal and Torres Strait islander peoples, communities and organisations.

POSITION DETAILS

Position Title:	Project Management Officer	Effective Date:	April 2024
Department:	Sustainability & Infrastructure	Job Location:	Bairnsdale Office / Hybrid
Reports To:	Manager Project Management Office (PMO)	Supervises:	Nil
External Contacts:	Customers, Strategic Partners (consultants), Delivery Partners (contractors), other water corporations, government agencies.		
FTE Classification:	1.0	Position Number:	SE30010
Prepared By:	People & Culture; Manager PMO	Approved By:	Executive Manager Sustainability & Infrastructure

ORGANISATIONAL CHART



ABOUT THE ROLE

The role will assist the organisation to achieve Project Delivery and Project Management Office (PMO) objectives by:

- Leading the Project Management Framework Improvement Program.
- Leading, developing and coordinating the 5 year - Capital Investment Program for inclusion in the Corporate Plan and Pricing Submission
- Facilitating project compliance with to the organisation's project management policies, procedures and practices.
- Assisting with the ongoing monitoring, maintenance and improvement of the organisation's project management policies, procedures and practices.
- Implementing effective and professional performance monitoring and reporting.

The key function of this role will be the development and implementation of our new project management framework and to assist our people to work within the new framework.

WHAT YOU WILL BE DOING

Project Management Office (PMO)	<ul style="list-style-type: none"> • Lead the Project Management Framework Improvement Project. Including implementation of key framework components; Governance and Prioritisation. • Coordinate and lead organisational development of our new 5-year Capital investment program; assets, corporate and IT portfolios. A key input into the Corporate Planning process, due in February. • Monitor and maintain the Capital Program Delivery Risk Register, Lessons Learnt Register, Corporate Plan Calendar, Prioritisation Model, • Monitor and report against the performance of the Annual and 5-year Corporate Plan Programs. • Prepare corporate reports and supporting information for EGW's Subcommittees and Board.
Reporting and Administrative Support	<ul style="list-style-type: none"> • Assist in preparing sub-committee and Board reports. • Develop systems and processes to enable Annual Reporting. • Assist with organising training and development activities as required. • ESC and KPI job closure and performance monitoring. • Coordinate, development and review of Standard Operating procedures and Work Instructions. • Support and Coordinate projects thought the project management lifecycle and associated gateways. • Conduct all customer queries in a sensitive and confidential manner, ensuring the privacy of East Gippsland Water employees and customers.
Information Management	<ul style="list-style-type: none"> • Create and maintain business records, including checking documents for content and accuracy. • Submit business records for approval and monitor workflows. • Administration of EGW's Project management system(s).
Culture, Values & Behaviours	<ul style="list-style-type: none"> • Remain open, approachable and available for all staff within the team, promoting a positive, optimistic and enthusiastic work culture. • Build a supportive and cooperative team environment, one that recognises the value of collaboration. • Support a workplace culture that enables diversity, fair and inclusive practices. • Represent and role model EGW Values & Behaviours, including Proudly United, Truly Authentic, Passionately Innovative and Openly Accountable.
Health, Safety & Environment	<ul style="list-style-type: none"> • Communicate, apply, and promote Health, Safety and Environment policies, procedures and safe systems of work.

	<ul style="list-style-type: none"> Contribute to developing a safe working culture through leading by example and acting responsibly for the safety of self and others. Ensure activities are conducted in accordance with our risk management, environment and workplace health and safety management frameworks.
Records Management	<ul style="list-style-type: none"> Employees are responsible for capturing full and accurate records that adequately document business activities and support any decisions made at East Gippsland Water in the Corporations' Record Management system. Conduct all customer and employee queries in a sensitive and confidential manner, ensuring the privacy of East Gippsland Water employees and customers.

SKILLS, QUALIFICATION & EXPERIENCE

SPECIALIST SKILLS

Required:

- Experience in project management and project delivery
- Knowledge of project management principles.
- Familiarity in using Microsoft Word, Project, Excel, PowerPoint and other packages.
- Ability to adapt to a wide range of tasks

LEADERSHIP SKILLS

Required:

- Skills in managing time, planning and organising own work and working to a timetable.

Desirable:

- Ability to work effectively in an unsupervised area.

INTERPERSONAL SKILLS

Required:

- Good written and oral skills with the ability to communicate effectively with supervisors, staff and customers.
- Ability to gain cooperation and assistance from other staff and supervisors.
- Be courteous, polite and respectful with fellow staff members and members of the public.

Desirable:

- Ability to work in a team environment.
- Maintain good relationships with fellow staff in order to be able to resolve minor problems.

QUALIFICATIONS

Required:

- Certificate 4 in Business Administration or Project Management, or equivalent.

Desirable:

- Diploma in Business, Engineering or Project Management.

EXPERIENCE

Required:	Desirable:
<ul style="list-style-type: none"> 3-5 years' experience in program/project management. 	<ul style="list-style-type: none"> 5-10 years' experience in program/project management. Experience in a team environment. Experience in dealing with the public. Understanding and oversight of Project Management Office responsibilities.

KEY SELECTION CRITERIA

1. Experience working in project management, project delivery, business administration and/or a business administration or project management qualification.
2. Ability to work effectively in a team to achieve outcomes.
3. Customer focused to the needs of internal and external customers.
4. Knowledge and experience in the use of computers, and Microsoft Office suite of programs.
5. Well-developed interpersonal skills combined with good verbal and writing skills.
6. Effective time management and problem-solving skills combined with the ability to prioritise during times of peak activity.
7. A positive attitude towards personal development including being accountable, innovative, passionate and united to achieve corporate objectives.

For more information about our career opportunities and our current vacancies, please visit [Careers at East Gippsland Water | East Gippsland Water \(egwater.vic.gov.au\)](https://www.egwater.vic.gov.au/careers)

EGW is committed to an embedding and supporting a culture of inclusion through living our organisational Values and Behaviours, and through the principles identified in the Code of Conduct. EGW also respects an Enterprise Agreement made between the Corporation and its Employees.