

PROJECT OFFICER

OFFICIAL

(POSITION #04308)

VENUES WEST

AWARD CLASSIFICATION	GOSAC, Level 4	ANZSCO	511112
DIRECTORATE	Portfolio Management	BRANCH	Capital Works
LINE MANAGER	Manager Capital Works	DIRECT REPORTS	N/A
SPECIAL CONDITIONS	Fixed-term project pool position		

ABOUT THE DIRECTORATE

The Portfolio Management Directorate is responsible for providing asset management, asset planning, redevelopment and capital upgrade programs whilst managing infrastructure services.

ABOUT THE ROLE

The Project Officer contributes to projects and initiatives to improve the efficiency and effectiveness of business areas.

ROLE RESPONSIBILITIES

VenuesWest is committed to Equal Employment Opportunity (EEO) and diversity in the workplace and providing a safe and inclusive environment for workers and patrons. We will perform all duties and responsibilities in a manner and behaviour consistent with EEO and Work Health & Safety legislation, VenuesWest's Code of Conduct, the VenuesWest Way and other relevant Policies/Procedures and legislation.

RESPONSIBILITIES

- Performs research and analysis which others will use to inform project directions
- Understands project goals, steps to be undertaken and expected outcomes
- Prepares accurate documentation to support cost or resource estimates
- Identifies and escalates any possible variance from project plans
- Contributes to the development, implementation and evaluation of operational policies, procedures and practices.
- Prepares reports, liaises with and provides advice to project stakeholders
- Provides effective and efficient project administration including records and correspondence management.
- Builds and maintains effective working relationships with stakeholders.
- Provides advice and information to stakeholders on project-related matters.
- Supports the Project Managers and/or Capital Works Coordinators in the completion of assigned projects.
- Supports the Project Managers and/or Capital Works Coordinators in managing Contractors and Contractor safety when delivering works under construction.

WORKPLACE SAFETY AND HEALTH

- I take care to protect my own safety and health at work, and that of others by co-operating with all VenuesWest policies and procedures and complying with all applicable work health and safety laws.

OTHER

- Other related duties, as directed.

ROLE REQUIREMENTS

The following capabilities are to be addressed in context of the responsibilities of the role.

ESSENTIAL

1. Knowledge and understanding of project management and policy principles and experience in managing multiple tasks and activities simultaneously within time and budget constraints.
2. Supports shared purpose and direction by understanding the work environment; Contributes to team planning; Analyses information and identifies risks and uncertainties in procedures and tasks.
3. Monitors own progress against performance expectations; Demonstrates knowledge of new programs, products and services; Works to agreed priorities responding to changes in requirements to ensure results are achieved.
4. Builds and maintains relationships with team members, colleagues and clients; Shares information with and contributes to team discussions; Treats people with courtesy and respect; Responds to diverse experiences seeking input from others and supports a culture of quality customer service.
5. Exemplifies personal integrity and self-awareness by adhering to the VenuesWest Way and Code of Conduct; Provides accurate information; Maintains effective performance in challenging situations; Takes responsibility for completion of work and seeks self-development opportunities.
6. Communicates clearly both orally and in writing, structuring messages clearly and succinctly; Listens to differing ideas and understands issues.

DESIRABLE

1. Understanding of capital works and asset management principles
2. Understanding of the operations of entertainment and/or sporting facilities

ABOUT THE VENUESWEST WAY

It is our system of defining and measuring our culture and sets the expectation on how we engage, improve, support and challenge one another to be the safest and best we can be – as individuals and a collective. Our signature behaviours are:



We champion dreams



We deliver safely



Together we win



We act like owners



We celebrate success

POSITION CONDITIONS AND ELIGIBILITY

Appointment to this position is conditional upon:

- Providing evidence of 'Right to Work' in Australia
- Providing evidence of a National Police Clearance

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Jana Simpson
Director Portfolio
Management

Date JDF Approved

5 November 2025