



Job Description Form

Our Purpose

To provide safe, customer-focused, integrated and efficient transport services.

Position Title

Project Officer

Level

4

Position Number

37504

Division/Directorate

People & Organisational Development

Branch/Section

Effective Date

March 2026

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Senior Policy Officer, Level 6

Subordinates: No Direct Reports

Key role of this position

Contributes to the development, coordination and implementation of organisational policies, procedures and related documents. Provides a document control service for the management of corporate policies, procedures and related documents.

Core duties and responsibilities

Document Control

- Undertakes all aspects of document control processes necessary for the efficient management of the PTA's corporate policies and procedures and related documents.
- Maintains corporate controlled documents in the PTA's electronic document and records management system (EDRMS), and other document libraries as required.
- Monitors the status and review cycle of controlled documents, prepares reports and assists team members to address issues that may affect performance indicators and/or due dates.
- Identifies and recommends process improvements for document control processes using the PTA's EDRMS.
- Maintains awareness of regulatory changes applicable to the PTA.

Project Administration

- Participates in and contributes to the development of policies, procedures, and related documents to support the operation of the PTA.
- Undertakes the research and evaluation of straightforward issues and provides recommendations to team members for further consideration or action.
- Liaises with internal and external parties at all levels as required.
- Provide support to the team for meetings, including meeting coordination, preparation and distribution of reports and meeting papers.
- Undertakes records management using Electronic Document and Records Management System.
- Provides project support for the team as required.

Other

- Carries out other tasks and functions that are within the limits of the employee’s skills, competence and training as required.

SELECTION CRITERIA

1. Core Competencies

- Demonstrated experience in providing document control services in a large organisation.
- Demonstrated accuracy and attention to detail when executing duties.
- Experience in a project environment.

2. Communication and Interpersonal

- Highly developed written, verbal and interpersonal skills, including the ability to develop, establish and maintain effective stakeholder relationships.

3. Conceptual, Analytical and Problem Solving

- Sound conceptual and analytical skills with the ability to develop practical solutions to problems and make recommendations that contribute towards ongoing improvements.

4. Computer Literacy

- Proficient in the use of Microsoft Office applications and an EDRMS.

5. Organisation

- Well-developed organisational skills, with the ability to work with minimal supervision, manage competing demands and work under pressure.

6. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate dated 3 months or less from the date of application for the position.

Certification

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

Managing Director / Executive Director / General Manager

.....
Signature

.....
Date

Employee

I have read and accept the responsibilities of the Job Description Form.

The position’s duties are to be performed in accordance with the PTA’s Code of Conduct and the PTA’s Values.

.....
Signature

.....
Date

