

JOB ROLE STATEMENT

PROJECT SUPPORT OFFICER LEVEL 3

DIRECTORATE PLANNING AND TECHNICAL SERVICES
BRANCH PROJECT DEVELOPMENT **POSITION NO** VARIOUS

KEY RESPONSIBILITIES

Provide project administration support to the Project Team, Project Managers and Project Directors relating to project development activities for major infrastructure projects in the Project Development Branch.

KEY DELIVERIES

Project Administration Support

- Provide management support to Project Managers and Project Directors with administration tasks related to project development activities.
- Arrange meetings, workshops and industry briefings with both internal and external stakeholders, including preparing agendas, documentation and taking minutes.
- Provide management support in preparation, maintenance and updating of Branch processes and guidelines.

Evaluation process as 'Evaluation Secretary' for an Integrated Project Team

- Co-ordinate the evaluation process elements including documentation for advisers and evaluation team.
- Ensure safe custody and security of confidential tender and other contract documentation.
- Provide support to Project Managers and Project Directors with the preparation of documents for contract signing.
- Act as administrator for the project sites and SharePoint portals.

Reporting and Quality Management Support for the Project Team

- Manage the shared project mailbox ensuring timely responses and appropriate record management is followed in accordance with Main Roads' processes and procedures.
- Assist with co-ordinating design drawing management, including record management and drawing registers.
- Create and maintain various project registers such as actions, deliverables, risk and opportunities, and commitments.
- Provide administrative support in the preparation of documents for project development handover to delivery teams including Project Scope Identification Summaries, Project Management Plans and other project related issues and matters.

Records Management and Communications

- Ensure records are stored in accordance with Main Roads processes and the State Records Act 2000.
- Establish and maintain records/documents in the Tower Records Information Management (TRIM) System.
- Prepare written communication, including preparation of meeting minutes, reports and general correspondence.

Stakeholder Relationships

- Build and maintain collaborative working relationships with project and contract team members and internal/external stakeholders.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern Regions, including the metropolitan area. The incumbent position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL
PROJECT DIRECTORS

POSITION NO
VARIOUS

PROJECT SUPPORT OFFICER LEVEL 3

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
		Salaried, Wages	

TOTAL

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

ESSENTIAL:

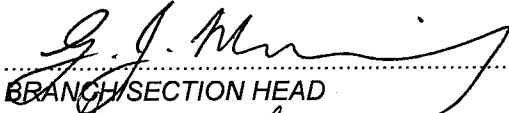
- Skill, knowledge and experience in:
 - project administration support in a variety of contexts
 - research, analysis and problem solving
 - building and enhancing stakeholder relationships
 - work organisation with the ability to meet work schedules and deadlines, including managing conflicting priorities
 - written communication, including preparation of meeting minutes, reports, and various forms of correspondence
 - records management practices and use of a computerised records management system
- Knowledge of:
 - policies and practices on Work Health and Safety, and on EEO, diversity and equity
- Possession of a current Western Australian 'C or A' Class (car) motor vehicle drivers' licence or an approved equivalent.

DESIRABLE:


- A Certificate in Business.

CERTIFICATION

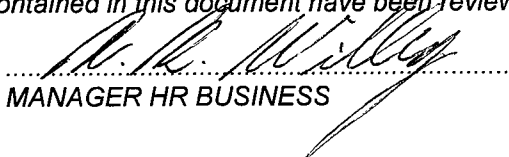
1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 25/11/2022
BRANCH/SECTION HEAD

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

SIGNATURE  DATE 29/11/22
EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 1/12/22
MANAGER HR BUSINESS