**Position description**

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| **POSITION TITLE:** | Project Officer |
| **WORK UNIT:** | Learned Society |
| **RESPONSIBLE TO:** | Title Lead [title to be determined] |
| **LOCATION:** | Canberra |
| **PURPOSE:** | This position is responsible assisting with and/or managing and delivering projects to support wider objectives. |

## Duties

Duties include (but are not limited to):

* Providing high level support on projects individually, or as part of a team, on assigned tasks
* Drafting high standard project briefs, reports and other supporting documentation
* Identifying project issues and recommending mitigation steps
* Ongoing development of a quality assurance framework for the unit
* Identify and contribute to business and process improvement
* Developing reporting dashboards and ensuring reports are delivered on time as required
* Assisting with and/or managing ad hoc projects
* Managing EA’s Standards Australia nominee procedure and process under direction

## Work health & safety (WHS) obligations

As an employee of Engineers Australia, you must:

* Take reasonable care for your own health and safety in the workplace;
* Take reasonable care that your acts or omissions do not adversely affect the health and safety of others in the workplace;
* Cooperate with your employer about matters of health and safety;
* Comply with any reasonable instruction and cooperate with Engineers Australia’s WHS policies and procedures; and
* Familiarise the broad meaning of ‘workplace’ in health and safety legislation and Engineers Australia WHS policies and procedures.

## Communication and relationships

## Establish and maintain effective relationships with key stakeholders internally and externally

## Consult and liaise with relevant stakeholders to obtain information and reports on time

## Respond promptly and courteously to stakeholder requests

## Foster collaborative working relationships.

## Diversity and Inclusion at Engineers Australia

Engineers Australia is an equal opportunity employer and we embrace diversity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. In turn are committed to creating a safe inclusive environment for all employees.

Should you need any reasonable adjustments during this recruitment process please email HR@engineersaustralia.org.au

## Selection criteria

## Minimum three years experience managing projects, preferably in a technical/scientific context

## Demonstrated ability to manage multiple tasks and deliver outputs within specified timeframes

## Demonstrated ability to work autonomously, deal with ambiguity and make clear and decisive decision to effect successful outcomes

## Demonstrated ability to plan and organise own work in an effective and efficient manner

## Excellent interpersonal skills and ability to communicate effectively both verbally and in writing

## Demonstrated ability to forge and maintain productive working relationships, including the ability to use influence to support collaboration

## Ability to meet tight deadlines and to work in a changing environment

## Excellent time management skills.

## Strong customer service focus

