

POSITION DESCRIPTION

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| JOB TITLE: | Project Officer |
| REPORTING TO: | Project Manager (Education) |
| LOCATION: | Parramatta |
| JOB PURPOSE: | To provide high-level support and project management skills in the development, management and implementation of system and process improvements to support ACN's commitment to Quality Assurance and Process Improvement across its operations. |
| JOB HOLDER RESPONSIBILITIES: | <ul style="list-style-type: none"> • Embed ACN's culture of Quality Assurance by developing and executing project activities in line with agreed timelines and organisational priorities. • Effectively engage with the project manager and key internal stakeholders to ensure deliverables and resolve any issues and solve problems throughout the project life cycle. • Work collaboratively with cross functional teams to: improve workflow and business processes; achieve project goals and outcomes; and ensure project management capability is maintained. • Proactively maintain project records, monitor timelines and progress. • Track and report on project milestones and provide status reports to Project Manager throughout the project cycle and at the end of the project. <p><i>Compliance</i></p> <ul style="list-style-type: none"> • Comply with all ACN policies and procedures and relevant legislation. • Maintain a contemporary knowledge of and actively practice principles of Work Health and Safety and Equal Employment Opportunity. • Demonstrate a commitment to the principles of risk management and exceptional customer service. • Act within the confines of legal, ethical and moral boundaries. |
| FINANCIAL DIMENSIONS | NIL |
| PERSONNEL SUPERVISED | NIL |
| QUALIFICATIONS AND EXPERIENCE | <p><i>Essential Criteria</i></p> <ul style="list-style-type: none"> • A qualification in Project Management and or equivalent experience. • Experience with project management and capacity to deliver projects on time. • Demonstrated high-level computer skills and proficiency in the use of Microsoft Office Suite including Teams and Project Management software. • Proven ability and willingness to work collaboratively with a diverse group of staff. • Demonstrated high level of verbal and written communication skills. • Proven well-developed interpersonal, problem solving and time management skills. • Demonstrated ability to work collaboratively with internal and external customers. • Demonstrated ability to multi-task in a high volume and deadline-driven environment whilst maintaining a high standard of work. |
| JOB SPECIFIC SKILLS | <ul style="list-style-type: none"> • Willingness to undertake travel for work purposes if required. |

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| PERSONAL ATTRIBUTES | <ul style="list-style-type: none">• High level of professionalism and presentation.• Willingness to align with ACN's Organisational values and Ways of Working and Being.• Strong desire to be part of a high performing team and contribute to values-based leadership and a positive, learning organisational culture.• Show initiative, flexibility, adaptability, and organisational skills with a 'can do' attitude.• Ability to represent ACN in a positive and professional manner.• Outcomes focussed. |
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I acknowledge receipt of this position description and have reviewed the contents.

Signature _____

Date _____