



Upper Hunter Shire Council

JOB DESCRIPTION



Strategic Projects Support Officer (Temporary)

Position Details

Occupant:	Vacant		
Reports to:	Manager Strategic Assets		
Section:	Strategic Assets		
Department:	Infrastructure Services		
Industrial Instrument:	Local Government (State) Award		
Salary Grade:	NSS 8	Hours of Work:	21
Staff Management:	No	Budget Responsibility:	No
Date Created:	April 2017	Last Reviewed:	July 2026
Special Conditions:			

The Role

The Strategic Projects Support Officer will co-ordinate and provide high quality administrative and secretarial support services and project management assistance to the Manager Strategic Assets and to the Department, ensuring a high level of customer service is provided.

Our Council

Encompassing the vibrant towns and communities of Scone, Aberdeen, Merriwa and Murrurundi and many smaller villages, the Upper Hunter Shire covers about 8,100km², with a population of approximately 14,500 people. The Upper Hunter Shire is a diverse, scenic region and a great place to live and work.

Our Council is committed to delivering high quality, innovative, consistent and responsive services to the community whilst maintaining a safe, fair and open workplace where achievements are recognised and staff are encouraged to develop and grow.





Selection Criteria

Essential

- Proficiency in Microsoft Office Suite.
- Demonstrated ability to provide a high level of administrative and support services.
- Well-developed interpersonal and communication skills.
- Well-developed organisational skills and time management skills and ability to establish individual priorities.
- Financial management and reporting skills and experience.
- Knowledge of record keeping and filing systems.
- Current unrestricted drivers licence.

Desirable

- Certificate IV in Business, Administration or Local Government (or related field) and previous experience in a similar role.
- Contract administration experience and qualifications.
- Effective public relations and customer service skills.
- Previous experience working in Local Government and/or in an engineering/technical environment.
- Demonstrated ability to coordinate administrative support functions.
- Experience preparing and collating agenda and business papers.

Key Duties and Functions

- Provide a high level of confidential and efficient administrative support and project management assistance to the Strategic Assets Team.
- Assist in the management of general contracts for the Strategic Assets Team, including the development and implementation of contract management plans by sourcing documents and preparing contracts.
- Assist Council and the Manager Strategic Assets in the development, implementation and improvement of project management processes and systems – e.g. project file naming convention, progress tracking, monitoring of resources.
- Administer grant reporting and communications with grant organisations.
- Carry out administrative duties including collecting data, sorting, filing and sending out project files.
- Co-ordinate, prioritise and monitor all correspondence and identify matters requiring action for the Manager Strategic Assets.
- Arrange procurement for the Strategic Assets Team, including creating requisitions for authorisation.
- Draft and prepare correspondence and coordinate the preparation of reports, business papers and agendas for Council to ensure they are delivered on time.
- Assist in the tendering and evaluation process and maintain appropriate records and reports.
- Respond to enquiries on behalf of the Manager when appropriate, and ensure relevant information is provided to key personnel prior to meetings.
- Coordinate presentations, venue bookings and management of booking systems.
- Maintain and develop relevant manuals and strategic documents.
- Ensure continuous improvement by regularly reviewing and updating administrative forms, processes and templates for the Strategic Assets team.



- Other duties as directed, within the skills and capabilities of the employee.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self – Show drive and motivation, an awareness of strengths and weaknesses, and commitment to learning.	Intermediate Focus Behavioural Indicators – Understands what needs to be done and steps up to do it – Pursues own and team goals with drive and commitment – Shows awareness of own strengths and weaknesses – Asks for feedback from colleagues and stakeholders – Makes the most of opportunities to learn and apply new skills
	Display Resilience and Adaptability - Express own views, persevere through challenges, and be flexible and willing to change.	Intermediate
	Act with Integrity – Be honest, ethical and professional, and prepared to speak up for what is right.	Intermediate
	Demonstrate Accountability – Take responsibility for own actions, commit to safety, and act in line with legislation and policy.	Foundational
 Relationships	Communicate and Engage – communicate clearly and respectfully, listen and encourage input from others.	Intermediate
	Community and Customer Focus – commit to delivering customer and community focused services in line with strategic objective.	Intermediate Focus Behavioural Indicators – Identifies and responds quickly to customer needs – Demonstrates a thorough knowledge of services provided – Puts the customer and community at the heart of work activities – Takes responsibility for resolving customer issues and needs
	Work Collaboratively – be a respectful, inclusive and reliable team member, collaborate with others and value diversity.	Intermediate



Local Government Capability Framework		
Capability Group	Capability Name	Level
 Results	Influence and Negotiate – persuade and gain commitment from others, and resolve issues and conflicts.	Foundational
	Plan and Prioritise – Plan and organise work in line with organisational goals, and adjust to changing priorities.	Intermediate
	Think and Solve Problems – think, analyse and consider the broader context to develop practical solutions.	Intermediate
	Create and Innovate – Encourage and suggest new ideas and show commitment to improving services and ways of working.	Foundational
	Deliver Results – achieve results through efficient use of resources and a commitment to quality outcomes.	Intermediate Focus Behavioural Indicators – Takes the initiative to progress own and team work tasks – Contributes to the allocation of responsibilities and resources to achieve team/project goals – Consistently delivers high quality work with minimal supervision – Consistently delivers key work outputs on time and on budget
 Resources	Finance - be a responsible custodian of council funds and apply processes in line with legislation and policy.	Intermediate
	Assets and Tools – use, allocate and maintain work tools appropriately and manage community assets responsibly.	Foundational
	Technology and Information – use technology and information to maximise efficiency and effectiveness.	Intermediate
	Procurement and Contracts – understand and apply procurement processes to ensure effective purchasing and contract performance.	Intermediate Focus Behavioural Indicators – Helps others understand and comply with basic ordering, receipting and payment processes – Contributes to the identification of business requirements, deliverables and expectations of suppliers – Provides objective input to evaluation processes for proposals and tenders – Works with suppliers and contractors to ensure that goods



Local Government Capability Framework		
Capability Group	Capability Name	Level
		and services meet time and quality requirements

WHS and Risk Management Responsibilities

- Comply with all Work Health and safety legislation and risk management requirements and abide by all relevant policies and procedures.
- Undertake appropriate training and inductions, and comply with instructions.
- Appropriately use all PPE and resources provided to undertake the work safely.
- Ensure hazards are identified in the workplace and appropriate control measures are in place.
- Keep up to date with work health and safety matters.
- Comply with statutory, Council and legal requirements in the areas of risk management including Work Health and Safety.
- Comply with all injury management processes and legislation including the direct reporting and investigation of injuries, accidents and near misses.

EEO Management Responsibilities

- Demonstrate a positive commitment to and compliance with all relevant Equal Employment Opportunity legislation, covering all forms of workplace discrimination, harassment and bullying.
- Comply with Council's EEO policies and report breaches.