

Role Description

Graduate Project Officer



Regional
NSW

Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	NSW Public Works
Location	Regional NSW
Classification/Grade/Band	Grade 3/4
Kind of Employment	Ongoing and Temporary
ANZSCO Code	133111
PCAT Code	1132292
Date of Approval	
Agency Website	www.drnswnsw.gov.au or www.publicworks.nsw.gov.au

Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department is responsible for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state's mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

NSW Public Works is part of the Department of Regional NSW and supports local and state government agencies to deliver critical infrastructure initiatives by providing expert advisory, planning, design, delivery, and support services. Our work is in the hospitals, dams, water treatment plants and high schools – the real foundations of prosperous communities. Every day we help shape the ambitious projects that bring progress to more people in NSW. From forging a more sustainable relationship with the land around us, to engineering the big ideas of the future. In every challenge we see the chance to build stronger and more connected communities.

Primary purpose of the role

Assists higher level Project Manager(s) with the planning and/or delivery of a range of assigned infrastructure project tasks or may manage small scale infrastructure projects with low complexity in order that time, cost, quality, safety and environmental targets and the region's business objectives and client expectations are met.

Key accountabilities

- Plan and deliver assigned infrastructure project tasks by applying standard organisational procedures and carrying out tasks assigned by the Project Manager
- Contribute to infrastructure project planning and delivery by participating in project planning sessions under the leadership of the Project Manager and by carrying out project tasks assigned by the Project Manager.
- Contribute to regional business performance by delivering tasks and projects in accordance with nominated cost budgets.

- Contribute to achievement of client satisfaction targets by delivering tasks and projects to best practice requirements and by being responsive and effective in all client interactions.
- Contribute to the capture of lessons learned on projects by identifying opportunities for improvement as a project proceeds and as a participant in formal lessons learned forums.
- Contribute to the continued professionalism and technical reputation of the region by conducting continuous professional self-development in consultation with the Project Manager.

Key challenges

- Delivering project tasks and project activities given the strict time, cost and quality parameters apply when managing multiple tasks.
- Identifying and managing project delivery risks, including safety and environmental risks.
- Managing service delivery to meet sound project commercial outcomes.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Contribute to advice given on technical issues related to project management services. • Escalate issues, keep informed, advise, receive guidance and instructions.
Work Team	<ul style="list-style-type: none"> • Work collaboratively with team members to contribute to achieve business outcomes. • Participate in meetings to share information and provide input on issues.
External	
Customers/stakeholders	<ul style="list-style-type: none"> • Develop and maintain effective working relationships and open channels of communication to ensure stakeholders are well informed. • Contribute to a client-focused approach to service delivery.
Vendors/Service Providers	<ul style="list-style-type: none"> • Contact to provide and gather information and resolve routine issues.
Industry professionals/consultants	<ul style="list-style-type: none"> • Seek/maintain specialist knowledge/advice and keep up to date with industry best practice. • Participate in forums, groups to represent the agency and share information.

Role dimensions

Decision making

- The Graduate Project Officer makes day to day decisions in relation to prioritising activities.
- On site problems, contractual variations, extensions of time and progress claims are dealt with in accordance with delegated authorities.

Direct reports

Nil

Budget/Expenditure

The revenue targets for this role are set on an annual basis and will form part of the roles Performance and Development Plans.

Essential requirements

- Good written and verbal communications skills.

Essential requirements



- Appropriate trade, post-trade or tertiary qualifications and/or equivalent relevant working experience in project management, engineering, architecture, and building or construction.
- Well-developed knowledge and understanding of current Work Health and Safety legislation and regulations.
- Current NSW Driver Licence and willingness to drive to and work in remote locations which may include overnight stays.



Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Focus capabilities







Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none">• Adapt existing skills to new situations• Show commitment to achieving work goals• Show awareness of own strengths and areas for growth, and develop and apply new skills• Seek feedback from colleagues and stakeholders• Stay motivated when tasks become difficult	Intermediate
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none">• Focus on key points and speak in plain English• Clearly explain and present ideas and arguments• Listen to others to gain an understanding and ask appropriate, respectful questions• Promote the use of inclusive language and assist others to adjust where necessary• Monitor own and others' non-verbal cues and adapt where necessary• Write and prepare material that is well structured and easy to follow• Communicate routine technical information clearly	Intermediate







	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> • Seek and apply specialist advice when required. • Complete work tasks within set budgets, timeframes and standards • Take the initiative to progress and deliver own work and that of the team or unit. • Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals. • Identify any barriers to achieving results and resolve these where possible. • Proactively change or adjust plans when needed 	Intermediate
	Project Management Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> • Perform basic research and analysis to inform and support the achievement of project deliverables • Contribute to developing project documentation and resource estimates • Contribute to reviews of progress, outcomes and future improvements • Identify and escalate possible variances from project plans 	Intermediate

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Foundational
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Work Collaboratively	Collaborate with others and value their contribution	Foundational
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational

	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate