Position Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Project Officer</th>
<th>Position No.:</th>
<th>AR52</th>
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</thead>
<tbody>
<tr>
<td>Business Unit:</td>
<td>Assessment and Reporting</td>
<td>Classification:</td>
<td>P1</td>
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<tr>
<td>Reports to:</td>
<td>Senior Manager, Measurement and Research</td>
<td>Duration of Contract:</td>
<td>Fixed term to 30 June 2014</td>
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<tr>
<td>Location:</td>
<td>Sydney</td>
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Position Overview

The primary purpose of this position is to provide support to the Measurement and Research team within Assessment and Reporting by: actively maintaining the project management system (PSODA) and raising awareness of any issues within project delivery timelines, providing administrative support to the team, identifying and implementing changes to improve overall outcomes and ensuring ongoing efficiency of project support for the business unit.

Core accountabilities

1. Comply with and promote WHS practices, policies and procedures and conduct work in a safe manner
2. Commit to, promote and model ACARA’s policies including those relating to equity, diversity and sustainability in addition to ACARA’s Values and Code of Conduct
3. Participate in and promote the performance and recognition program, including setting objectives, tracking objectives and appraising outcomes
4. Work collaboratively within the business unit and across the organisation to promote communication and information sharing

Key accountabilities

The key accountabilities of this position are to:

1. Update team projects within the project management system, Psoda
2. Monitor and report on the progress of the transition, including reporting on progress to the Senior Manager, Measurement and Research and General Manager, Assessment and Reporting
3. Maintain teams project management system processes including documentation of process
4. Provide management reports from the system and preparing summaries for management meetings
5. Manage the administration of budgets and financial reporting through the system
6. Be responsible for the maintenance of the contracts register and the risk register for team projects
7. Ensure the business group’s entry and administration of key documents through the TRIM document management system is complete and accurate
8. Act as one of a group of officers in A&R supporting the inquiry and response process

Skills, Experience and Knowledge (Key Selection Criteria)

To be considered for this role candidates must be able to demonstrate they have:

1. The ability to work in a dynamic team environment with appreciation of working styles of other team members, operate independently as needed and take initiative where appropriate
2. Excellent oral and written communication and interpersonal skills including the ability to deal professionally with a diverse group of internal and external clients

3. Office administration experience with sound knowledge of office procedures and Intermediate to advanced computer skills in MS Word, Excel, PowerPoint and Outlook

4. Initiative and sound organisational/time management skills, with a high level of attention to detail and the ability to identify improvements, determine priorities, and effectively and efficiently meet strict timelines

5. A record of strong commitment and achievement in meeting customer needs, including recognising potential conflicts and seeking to resolve issues effectively

6. Exposure or experience with project planning and management, including the ability to coordinate a variety of tasks and liaise with external and internal stakeholders during development/planning stages

Dimensions of the role

Number of direct reports - Nil
Number of direct and indirect reports - Nil
Financial delegations - Nil
HR Delegations - Nil

Important Relationships

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<tr>
<th>Internal:</th>
<th>External:</th>
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<tbody>
<tr>
<td>Managers and General Manager</td>
<td>Service and Goods Suppliers</td>
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<tr>
<td>Executive Assistant to GM</td>
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<tr>
<td>Project officers</td>
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<tr>
<td>Finance officers</td>
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General Manager / CEO Approval

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
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