



# Job Information Pack

## IT Project Officer

Position Detail	
Job Reference	23/3075
Classification	APS Level 4
Employment Status	<input checked="" type="checkbox"/> Non-Ongoing <input checked="" type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <i>(Please note, the department supports flexible working arrangements.)</i>
Group	Corporate and Enabling Services
Division	Digital Solutions Division
Branch	Multiple across the division
Team	Multiple across the division
Location	Brisbane - QLD, Canberra – ACT, Melbourne – VIC, Sydney - NSW
Salary range	APS4: \$75,996 - \$81,274
Security Assessment	<input checked="" type="checkbox"/> Baseline <input type="checkbox"/> NV1 <input type="checkbox"/> NV2 <input type="checkbox"/> PV The successful candidate will have the ability to obtain and maintain the nominated security clearance.
Contact Officer	Kym Wilkinson Kym.wilkinson@dewr.gov.au 02 6240 8211
Applications Close	11:30 pm (AEDT) on <b>Thursday 9 November 2023</b>

## About the Department of Employment and Workplace Relations

We support people to have safe, secure and well-paid work with the skills for a sustainable future.

### The Role

Reporting to the Delivery Manager or Assistant Director, the APS4 IT Project officer is responsible for assisting the senior IT project managers and project teams in various aspects of project management, e.g., planning, execution, and completion of IT projects.

- Assist in creating and maintaining project documentation, including project plans, timelines, status reports, and meeting minutes.
- Facilitate communication among project team members, stakeholders, and management by scheduling meetings, sending updates, and maintaining communication channels.
- Track project tasks, assignments, and deadlines to ensure they are completed on schedule.

### Duties and Responsibilities

Responsibilities of the APS Level 4 may include:

- Assisting in the development and maintenance of project plans, including schedules, timelines, and milestones, helping to define project scope, goals, objectives, and deliverables.
- Supporting the Scrum Master or Project Manager with updating and maintaining backlogs and roadmaps.
- Assigning tasks to project team members and ensure they understand their responsibilities and deadlines.
- Facilitating communication among project team members, stakeholders, and senior project managers.
- Scheduling and coordinating meetings, workshops, and project-related communications.
- Maintaining project documentation, such as project plans, status reports, meeting minutes, and change requests and ensuring that project documentation is organised, up-to-date, and accessible to the team.
- Assisting in resource allocation and management, including personnel, equipment, and materials.
- Assisting senior project members to identify and document project risks and issues and support the development of risk mitigation strategies and contingency plans.
- Monitoring project activities to ensure they align with established quality standards, delivery models and best practices.
- Assisting with the tracking project expenses and maintaining the project budget. Prepare financial reports and updates.

## Capabilities

We are seeking individuals with the following skills and capabilities:

- Effective communication skills and the ability to convey information clearly both in writing and verbally, facilitate meetings, and interact with team members and stakeholders.
- Strong organisational skills for managing project documentation, schedules, and resources efficiently and the ability to manage time effectively and prioritise tasks to meet project deadlines.
- Strong attention to detail and the ability to maintain accurate records, monitoring project progress, and ensuring that all tasks are completed as planned.
- Strong collaboration skills and the ability to work well with team members, supporting them in their tasks and addressing challenges together.
- Being adaptable and able to handle changing circumstances is important.
- Strong problem-solving skills and be capable of identifying issues, brainstorming solutions, and escalating problems when necessary.
- A foundational understanding of project management principles and methodologies, such as Agile, Scrum, or Waterfall, is beneficial.
- Ability to create and maintain project documentation, including project plans, schedules, status reports, and meeting minutes.
- An awareness of project risks and the ability to contribute to risk identification and mitigation strategies.
- A focus on providing excellent service to project stakeholders and end-users.

### Desirable

- Technical Proficiency: Depending on the nature of the IT projects, a basic understanding of relevant technologies, software, and tools may be required.

## How to Apply

Applications are to be submitted using the department's eRecruit (online recruitment) system.

Please include the following in your application:

- Tell us in less than 500 words why you are the right person for this opportunity, what you can offer, and how your skills, knowledge, experience and qualification are relevant to the role. Try not to duplicate information that can already be found in your resume but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.
- Please attach a concise resume to your application which clearly outlines your work experience, educational qualifications and relevant skills. In the application form you will need to provide the details of two referees who can attest and validate your credentials and suitability for the role.

The [APS work level standards](#) accommodate the diversity of roles across the APS and are structured to clearly differentiate between the work expected (i.e. responsibilities and duties) at each classification level.

## Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

## Benefits of working with us

As a culturally inclusive environment, DEWR offers a positive workplace culture and strives to be an employer of choice. We offer successful candidates:

- Attractive salaries and employer superannuation,
- Remote work arrangements and flexible work options,
- Generous leave entitlements,
- Salary packaging, and
- A closedown period over Christmas.