Project support

Queensland Government IT Graduate Program

## Queensland Government projects need to be well managed to ensure the required outcomes are delivered on time and within budget. The role of the project support officer is to support the project management team by taking responsibility for activities delegated to them. These activities include planning, documenting, monitoring, reporting, configuration management, administering change control and supporting project board meetings.

## This means you will have the opportunity to:

* contribute to project planning and reporting
* help the project team members apply the department’s approved project management methodology
* prepare reports, presentations, briefs and correspondence
* assist with the development of project management communications and training materials.

## The ideal candidate will have:

* good communication, interpersonal and liaison skills, and the ability to work well in a team
* analysis and problem solving skills
* practical ability with MS Office and MS Project (desirable).

## Examples of technical skills and qualifications

**Knowledge of:**

* project management (e.g. methodologies such as PRINCE2® or Project Management Body of Knowledge).

**Understanding of:**

* project reporting, scheduling and coordination
* management of project risks, issues and dependencies.

**Qualifications:**

* your degree may be in information technology, information management, engineering, business, business computing, commerce or accounting.