|  |
| --- |
| **Project Support Officer** |
| This role is responsible for aiding complex projects to enable a range of project activities across the program area. |
| **Reports To** | Industry Capacity Manager |
| **Direct Reports** | Nil |

|  |
| --- |
| **Key Duties and Responsibilities** |

* Provide administrative support to projects by organising workflow, collaborating with the team, and making independent decisions relating to an area of responsibility within a project.
* Provide the Industry Capacity Manager with timely updates, and prepare reports, and project expenditures.
* Produce high-quality documentation and correspondence including but not limited to internal documents, PowerPoint presentations, and reports for meetings and stakeholder presentations.
* Oversee and organise project document management.
* Provide administrative support, escalate issues and exchange information within the wider team and assist other team members to achieve project objectives.
* Liaise with homelessness organisations, government agencies and other stakeholders.
* Take reasonable care of your own health and safety and take reasonable care that your acts or omissions do not adversely affect the health and safety of other workers or clients.
* Always ensure appropriate and respectful workplace behaviour and promote a working environment that is free from discrimination, bullying and harassment.
* Undertake any other tasks, duties or specific projects within your area of skill and expertise, as required by Homelessness NSW.

|  |
| --- |
| **Selection Criteria** |

**Required experience, skills and personal attributes**

* Demonstrated experience as Project Support Officer or similar administration role.
* Demonstrated understanding of the project life cycle and related documentation.
* Strong proficiency with computers including the use of the Microsoft Office Suite and Office365.
* High level problem-solving skills with a flexible approach to working.
* Ability to work successfully as part of a team.
* Strong administrative skills with the ability to set priorities, manage multiple tasks under minimal supervision and meet deadlines.
* Effective coordination of complex matters with a high level of attention to detail.
* Excellent verbal and written communication skills.

**Key training, qualifications, and licences**

* Tertiary qualifications in project management with subsequent work experience, or equivalent combination of relevant experience and training.
* National Police Check