

Project Support Officer

Description

ASD:25670

The Project Support Officer (PSO) will be accountable under general direction to assist several Team Leads and Project Managers in the delivery of complex technical projects to provide effective administration, procurement and finance support. They will work independently to undertake a range of tasks including maintaining risk registers, stakeholder matrices and management of project and program artefacts within the team.

The PSO will take responsibility for the provision of support services to projects; use and recommend project control solutions for planning, scheduling and tracking projects whilst support program or project control boards, project assurance teams and quality review meetings.

Responsibilities

- Maintain program and project risk registers; including regular reviews and updates; advising team members if they have been nominated to execute risk treatments and facilitation of project risk workshops
- Maintain project documentation including document libraries and ensuring final documents meet audit requirements
- Implement stakeholder communication plans, enhancing customer and stakeholder relationships
- Provide administration support including schedule maintenance, monthly reporting and resource management
- Provide general administrative support including project records management, secretariat support
- Provide complex office and administrative support to the program office

Qualifications

Must have positive vetting TPSV clearance.

Contacts

Please submit a Resume and Statement of claims (SOC) meeting the Job Skills & Qualifications mentioned herewith.

Job Skills & Qualifications

Job Skills & Qualifications – Essential

- Demonstrable administration and organisational skills
- Demonstrable experience in the management of complex ICT projects
- High level knowledge of project management methodologies

Desirable

- Experience with procurement and finance, preferably within a Defence environment
- Project certification (e.g. Prince, Agile)

Hiring organization

ASD

Employment Type

Contractor

Beginning of employment

10 December 2024

Duration of employment

Initial contract of 12 months with possible extension of 12 month

Job Location

Canberra, ACT

Base Salary

\$ 150 - \$ 150

Valid through

20.11.2024