

Position Title:	Project Officer
Reports to:	Project Manager
Direct reports:	Nil
Review date:	September 2021

Position objective

The role of the Project Officer is to work closely with Project Managers to provide a range of project management and support services, ensuring project and administration activities are undertaken to enable the project team to complete tasks.

The Project Officer will help to build project management capability by contributing to the identification and prioritisation of existing and potential issues and risks. They help to develop strategies and controls to minimise the risks, while employing effective organisational and administrative processes to facilitate the successful achievement of the project outcomes.

Newcastle Airport's Values

TRUST - always acts with integrity

ENGAGED - passionately exchanges thoughts and ideas to generate an actively creative environment

COMMITTED - doing what you'll say you do

ACCOUNTABLE - having the courage to be held accountable and to hold others accountable

RESULTS DRIVEN - strive to ensure results are achieved

Key accountabilities and responsibilities

Project Support

The Project Officer will assist Project Managers to successfully deliver assigned projects and, in some instances, will independently deliver minor sustaining capital projects. Tasks will include: -

- > End to end effective and efficient delivery of assigned capital projects. Projects may be building or infrastructure and carparking in nature.
- > Coordinating the implementation and delivery of projects by preparing reports and briefs, maintaining project documentation to ensure project outcomes are achieved on time, within budget, to quality standards and within agreed scope.
- > Effectively communicating with stakeholders to ensure positive project outcomes
- > Provide supervision in relation to project delivery, including project formulation (scope planning, budgeting and programming), the development of consult and design briefs, management of subsequent engagements, issues resolution or escalation.
- > Where necessary, work closely with project sponsors to develop project initiation documentation.
- > Assist Design and Project Managers in developing concept sketches, complete design briefs, perform design reviews and obtain sign off of the stage gate deliverables. Prepare or coordinate contract documentation including drawings, specifications and other items specific to individual projects.
- > Assist with document management and work packaging.
- > Assist in the evaluation of tender packages against predetermined evaluation weighting/criteria
- > Ensure that effective project reporting mechanisms are implemented and meets NAPL's reporting requirements.

Construction Management

- > Effectively supervise construction phases of projects to ensure projects are delivered on time, on budget and to specifications set out in contracts
- > Review progress claims against works completed and advise Project and Contract Manager on payment requirements.

WHS, Quality & Environmental Management

- > Ensure all projects adhere to WHS directives & champion WHS in all aspects of the role.
- > Review Contractor’s Safety, Quality and Environmental management documents inclusive of Safety and Construction Management Plans, Safe Work Method Statements and Environmental Management Plans.
- > Engage with Contractors on compliance to their Safety, Environmental and Quality Systems.
- > Notify management of potential hazards/impacts and any potential WHS improvements.
- > Participate in Risk Assessment workshops
- > Site inspections and hazard identification
- > Assist with compliance checks against NAPL policies
- > Assist with surveillance/compliance to DA environmental conditions
- > Track status of Actions arising from meetings
- > Coordinate RFI’s between Contractors and consultants

General

- > Ensure effective communication and liaison with stakeholders.
- > Maintain continual alignment with NAPL’s values and behaviours.
- > Comply with NAPL’s Policies, Procedures and any reasonable directive, at all times.
- > Display consistent compliance, accountability and due diligence with all safety and security matters at all times.
- > Complete any other duties within your skills and abilities, as required by your Manager.

Value Behaviours

Our culture is underpinned by core values and behaviours, which define how we do business. All employees are expected to demonstrate our values and behaviours at all times, as follows:

Value	Behaviours
Trust Always acts with integrity	✓ Practices open and transparent communication.
	✓ Is a supportive team player.
	✓ Consistently demonstrates honesty and ethical behaviour.
	✓ Demonstrates a healthy respect for others, equality and inclusiveness.
	✓ Applies an open door policy and is willing to offer input and ask for help.
Engaged Passionately exchanges thoughts and ideas to generate an actively creative environment	✓ Supports other staff in need across the business.
	✓ Shares knowledge and collaborates with others.
	✓ Approaches work with a positive attitude.
	✓ Supports progressive and forward thinking.

Value	Behaviours
	<ul style="list-style-type: none"> ✓ Openly engages in healthy conflict by respectfully discussing different ideas and opinions.
<p>Committed</p> <p>Doing what you say you'll do</p>	<ul style="list-style-type: none"> ✓ Helpful and assists other staff / teams in need wherever possible. ✓ Consistently "walks the talk" by doing what they say they'll do. ✓ Consistently demonstrates a "can do" attitude. ✓ Reliable and consistent in their approach to work. ✓ Open and adaptable to change to meet the growing needs of our business.
<p>Accountable</p> <p>Having the courage to be held accountable and to hold others accountable</p>	<ul style="list-style-type: none"> ✓ Open to giving and receiving constructive feedback as an opportunity to learn. ✓ Takes responsibility for their actions. ✓ Proactively seeks advice and input from others to stimulate learning and innovation. ✓ Is committed to being truthful with each other. ✓ Applies consistent standards across the organisation.
<p>Results Driven</p> <p>Strive to ensure results are achieved</p>	<ul style="list-style-type: none"> ✓ Adopts a strategic approach to achieve business goals. ✓ Adopts big picture thinking and commitment to achieving business goals. ✓ Ensures goals are clearly understood which they are focussed on achieving. ✓ Employs effective strategies to ensure goals are achievable. ✓ Prioritises own work effectively and communicates capacity constraints early.

Qualifications and experience

Essential

- > Tertiary qualifications in construction management or similar
- > Project management skills – conception to delivery
- > Ability to prepare and interpret flowcharts, schedules and step-by-step action plans
- > Strong client-facing and teamwork skills
- > Attention to detail and excellent organisation skills
- > Ability to multitask and work independently

Desirable

- > Strong working knowledge of Microsoft Project and planner
- > Experience in cost estimating.
- > Experience in project and/or contract management, including contract specification, oversight and monitoring

Work Health and Safety

The NAPL Managers have a responsibility to:

- > Remain abreast of changes in environmental and WHS legislation, Codes of Practice and Australian Standards
- > Ensure and promote conformance with statutory requirements and NAPL WHSMS requirements.
- > Promote and embed a safety culture
- > Ensure that appropriate investigations are conducted for hazards and incidents, and implement identified corrective actions

While at work NAPL workers must:

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- > Take reasonable care for their own health and safety
- > Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- > Comply with any reasonable instruction that is given to allow NAPL to comply with the WHS Act
- > Cooperate with NAPL policies and procedures relating to health or safety.

Position description approved

Employee _____ Date _____

Supervisor _____ Date _____