



Position Description

PROJECT SUPPORT OFFICER



OUR VALUES



ACHIEVE TOGETHER

We collaborate internally and externally to achieve better outcomes together.

TAKE OWNERSHIP

We own our actions, decisions, and their impact on others. We learn from mistakes and contribute to solutions, building trust through honesty and integrity.



SHAPE THE FUTURE

We hold ourselves to a high standard and are empowered to achieve quality outcomes for our community – today, and for future generations.

INSPIRE AND UPLIFT

We bring our best self to our work, and strive to make a positive impact on our colleagues and community.





Position Description: Project Support Officer

Purpose: To provide administrative support to the Projects and Assets Team to assist with the efficient delivery of infrastructure and asset-related projects.

This role will provide support in the areas of finance, procurement and community engagement, working efficiently and effectively to undertake the duties as directed.

Role Responsibilities

- Assist in tracking project progress, milestones, budgets, and deliverables using project registers or tools.
- Assist with communication and administrative tasks relating to project obligations, community consultation, and liaison with external agencies and stakeholders.
- Assist in the preparation and advertisement of quotation documents, maintain procurement files and record contract documentation in accordance with Shire policies.
- Liaise with Shire staff, contractors, and consultants on procurement and contract administration matters.
- Assist with the coordination of tender evaluations by compiling submissions, maintaining registers, and preparing supporting documents.
- Organise meetings, site inspections, and contractor briefings, and prepare and distribute minutes.
- Assist with work health and safety compliance activities, including the collection and filing of contractor Health, Safety and Environment (HSE) documentation.
- Assist with financial and project reporting for grant funding, as directed.
- Maintain accurate records of project documentation and correspondence in the Shire's approved record system.
- Ensure records are created, managed, and maintained in accordance with records management requirements relevant to the role and as directed.
- Other tasks as required.
- Be an active and engaged partner within the Projects and Assets team and who adds value by completing high quality work, is a positive team member and strives to support the values we seek to foster in our organisation.

Performance of Duties

- While on duty, staff will give their whole time and attention to the Shire of York's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire.
- Staff must also perform their duties impartially and in the best interests of the Shire of York uninfluenced by fear or favour.
- The Shire of York recognises its legal obligations under the *Equal Opportunity Act, 1984* and amendment 1992 and will actively promote equal opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.
- Staff must comply with all Shire policies and procedures including but not limited to *Policy 08 Employee Code of Conduct*.
- Staff must comply with *State Records Act 2000* Record Keeping requirements and legislation. All employees of the Shire of York are responsible for ensuring the records relating to the business activities of the Shire are captured into the electronic record system.
- The Shire is committed to Work Health and Safety in all areas of the Shire's operations and requires you to comply with the requirements of Section 28 of the *Work Health and Safety Act 2020 WA*.

Required Skills and Qualifications

Essential

- Commitment to working in an effective and efficient manner to achieve a high level of service to internal and external stakeholders.
- Well-developed customer service, interpersonal and liaison skills.
- Intermediate to advanced computer literacy particularly in the Microsoft Office Suite.
- Well-developed written communications skills.
- Demonstrated numeracy and attention to detail.
- Demonstrated troubleshooting and problem-solving ability.
- A proven self-starter who shows initiative and takes pride in their work.
- Proven time management skills.
- Valid C Class Drivers Licence

Desirable

- Experience providing administrative support in an infrastructure, construction, or asset management environment.
- Exposure to Local Government operations and recordkeeping requirements.
- Experience assisting in the preparation of procurement and contract documentation

Level of Authority and Organisational Relationships

Reports to:

Manager Projects & Assets

Extent of Authority:

Nil

Direct Reports:

Nil

Internal Liaisons:

CEO and Executive Managers
Finance Team
Operations Administration Officers
Other staff as required

External Liaisons:

Suppliers and contractors
Local businesses, Community, ratepayers and public
Regional bodies, other Local Governments, State and Federal Government Agencies and Funding bodies.

Conditions of Employment: Full Time (Contract) to 30 June 2026.

Classification: Level 4 - Inside Staff EA

Position Location: Shire Depot

Position and Conditions Acceptance

Employee Name: _____

Signature: _____

Date: _____

Direct Manager Name: _____

Signature: _____

Date: _____

Last Position Description Review

Date: / /

Next Review Due

Date: / /