

<b>Position</b>	Project Support Officer
<b>Date effective</b>	January 2018
<b>Conditions</b>	Individual common law contract, fixed-term contract.

**Who we are:**

Lutheran Services is a respected not-for-profit organisation providing services in the fields of aged care, disability, family support, youth support and chaplaincy in Queensland. Lutheran Services provides quality and contemporary support and accommodation for older people, youth and their families, people living with disability or mental illness, and families experiencing domestic violence and hardship.

**Our philosophy and vision**

Lutheran Services exists to serve. Delivering the best in service, care and accommodation while making a meaningful contribution to communities is at the core of what we do.

**Our values**

- Offering grace and hope
- Delivering faithful service
- Respecting the dignity of the people we serve
- Fostering a committed and innovative culture
- Securing a sustainable future

**Purpose of the role**

To support, monitor and assist in the completion of minor and major works across Lutheran Services' property portfolio.

**Operating Environment**

This position is located in our Milton based Support Centre. The role may require travel to various locations throughout south-east Queensland and regional centres, and if so, transport will be made available at the time.

**Reporting relationships**

The Project Officer reports to the Director – Infrastructure, Development and Financing. This position has no direct reports.

**Qualifications/Experience**

- Experience in assisting the scoping management and delivery of, at least, minor projects
- Proven track record (minimum 5 years) in document control within a Projects environment
- Highly organised and motivated with the ability to provide effective and efficient administrative support
- Highly developed communication skills with confidence in dealing with people of all levels
- Experience using advanced level applications in Microsoft Word, Excel, and PowerPoint
- Strong ability to multi-task
- Understanding of project management methodologies.

**Legislative/policy requirements**

All employees must have a current National Police check and will be required to provide proof of working rights. The incumbent will be required to provide medical information relevant to this position by submitting to a pre-employment medical and be deemed fit by Lutheran Services Chief Medical Officer.

**Roles and responsibilities**

Within the policies established by Lutheran Services and working in collaboration with relevant managers and employees, the occupant of this position will:

**Project Management Duties**

- Project creation, proposal development and assist with the preparation of quote and tender requests
- Procure materials and services for projects and general works including raising Purchase Orders
- Schedule works with internal and external stakeholders and record information in the electronic document management system (DMS)
- Track and record project progress in the DMS, ensuring stakeholders receive periodic progress updates.
- Format project documents and presentations as required
- Ensure the stakeholder database is maintained with relevant contact details, information and documentation
- Reconcile costs associated with minor works packages
- Establish and maintain effective project administrative procedures.

**Document control:**

- Maintain project records and documents in compliance to the internal QMS
- Enter and update electronic copies of internally produced data into in the DMS
- Process received documentation, including supplier data, in accordance with prescribed procedures and time schedules
- Allocate and control the numbering of documents and drawings
- Manage hard copy project documentation including filing and archiving
- Validate and verify documentation, including numbering, revisions, status, format, title and legibility
- Distribute necessary documentation to internal and external stakeholders
- Create and update templates and format documents.

**General administration**

- Coordinate travel, book flights and itinerary arrangements as required
- Provide executive administrative assistance to the Director including report writing and research
- Provide general administration assistance to the Infrastructure and Development Team
- Quality assurance of all output from the Project Management Office.

**NOTE:** This position statement is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organisation.