



Environment,
Land, Water
and Planning

Project Support Officer (Major Projects)

Location: East Melbourne

Salary: \$67,866 – \$82,404 + super.

Position No: TBA

We are building an inclusive workplace to help realise the potential of our employees, embrace our differences, and apply our diverse thinking to innovation and delivering services to Victorian communities. All jobs can be worked flexibly and we encourage job applications from Aboriginal people, people with disabilities, young people and people from culturally diverse backgrounds.

The Project Support Officer will provide a range of statutory and administrative services in support of carrying out of functions under the Heritage Act 2017, with a focus on the administration of Major Projects. They will be required to undertake research and analysis on heritage matters relating to major projects and prepare briefs, reports and correspondence.

The applicant must have strong communication skills as they will be required to develop and maintain effective working relationships with internal and external stakeholders and they must have the ability to organise and prioritise their workload for maximum efficiency.

A tertiary qualification in archaeology or equivalent heritage discipline is required and a broad understanding of the philosophical and practical issues related to the protection and management of heritage in Victoria would be highly regarded for this position.

This is a fixed term position available for a period of 3 years.

**To apply online and for further information on position description
and selection criteria visit**

www.careers.vic.gov.au

Applications close at midnight Thursday, 31 January 2019.

VG6530

**www.delwp.vic.gov.au
Customer Service Centre 136 186**