

## Senior Project Officer – Engagement (Targeted)

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- Clerk Grade 9/10
- Temporary, Full-Time position until 30 December 2023
- Flexible Location and working within NSW
- Total Remuneration package: Package includes salary (\$113,343 to \$124,901) plus super and annual leave loading

Our Strategic Aboriginal Joint Management team within the National Parks and Wildlife Service is currently seeking a Senior Project Officer – Engagement (Targeted) to join the team.

As Senior Project Officer, you will undertake Aboriginal community and stakeholder engagement and coordinate the development, implementation and evaluation of complex projects, ensuring completion within required deadlines, quality standards and budgets. You will manage a team of 2 and will focus on project planning and delivering. It is essential that you have exceptional written communication skills and stakeholder engagement skills allowing you to maintain the confidence and support of stakeholders by ensuring the creation of a new program under guidance.

You will also be confident in making autonomous decisions and effective at managing your own workload to balance competing demands within tight timeframes. You will be required to travel across NSW in this role to facilitate engagement with Aboriginal communities. The position will support engagement on development of a new Aboriginal joint management model for NSW national parks.

**Senior Project Officer – Engagement (Targeted): [Job reference number – 521956](#)**

## Project Officer (Targeted)

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- Clerk Grade 7/8
- Temporary, Full-Time position until 30 December 2023
- Flexible Location and working within NSW
- Total Remuneration package: Package includes salary (\$99,431 to \$110,064) plus super and annual leave loading

Reporting to the Senior Project Officer, the Project Officer is responsible for providing diverse project and contract management support services, including preparation of reports, drafting parliamentary briefs, coordinating resources, maintaining accurate data and project documentation while implementing and monitoring project plans. The role will provide secretariat support to the team and facilitator when they deliver workshops and attend meetings both face to face and via online forums for the development of a new Aboriginal joint management model for NSW national parks.

**Project Officer (Targeted): [Job reference number – 521957](#)**

## Assistant Project Officer (Targeted)

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- Clerk Grade 7/8
- Temporary, Full-Time position until 30 September 2023
- Flexible Location and working within NSW
- Total Remuneration package: Package includes salary (\$87,493 to \$96,540) plus super and annual leave loading

This is an opportunity for you to support the NSW National Parks and Wildlife Service in the conservation of the natural environment, flora, fauna and Aboriginal heritage throughout NSW.

As an Assistant Project Officer, you will provide diverse project and operational support. Your tasks will include research analysis, related administrative support, booking travel and accommodation, managing correspondence, and organising logistics for workshops and meetings. Your contribution will further support the development and delivery of projects, in line with established project plans and objectives.

**Assistant Project Officer (Targeted): [Job reference number – 521960](#)**

**Applications Close: Sunday, 21 August 2022 at 11:55pm**

**Should you require further information about the role please contact:**  
Danielle Flakelar on 0419 713 376.

**Applications are to be lodged online at [iworkfor.nsw.gov.au](http://iworkfor.nsw.gov.au)**  
and search Job Reference Numbers above.