

# Senior Project Officer

- \$98,396 - \$119,052 (Plus Superannuation)
- Fixed term / 5 months
- Usual hours of work: Full Time (flexibility may be available)
- Usual work location: 121 Exhibition Street, Melbourne (flexibility may be available)

The position of Senior Project Officer forms a part of the Aboriginal Economic Development Branch within the Inclusion Group. The Senior Project Manager works within the Aboriginal Economic Development Branch to strengthen and support the growth of the Aboriginal businesses sector throughout the state by leading the strategic implementation of the Tharamba Bugheen: Victorian Aboriginal Business Strategy 2017-2021.

The Senior Project Manager is responsible for meeting the objectives of Tharamba Bugheen by collaborating across DJPR, portfolios, government and engaging with commercial stakeholders, business associations, professional service providers, contracts and other business contacts and stakeholders to strategically connect projects and initiatives that support Aboriginal Victorians' economic development while delivering services and event-based projects.

The position requires the expertise of an experienced program and grants manager to deliver high-quality strategic policy advice and coordination, who is confident in the preparation of briefs and cabinet submissions.

To be successful in this role, you will have; demonstrated leadership skills, a good understanding of the Victorian Government's grant programs and associated policies, a proven ability to develop and deliver program and sound knowledge of financial management and procurement processes within a government setting.

An understanding of Aboriginal economic development and/or knowledge and experience in working with the Victorian Koori community and understanding of the impacting issues on society and culture, especially in relation to supporting economic development, business development and entrepreneurship would be highly regarded.

The department strongly encourages applications from Aboriginal and Torres Strait Islander people.

For a confidential discussion, please call Elizabeth Liddle, Senior Manager, Victorian Aboriginal Business Strategy on 0436 667 961.

Successful candidates will be required to undergo a National Police Records Check prior to commencing employment with the Department.

For further information on the position, please refer to the attached position description.

## How to Apply

Please click the 'Apply Now' button. As part of the application process, you will need to provide a copy of your resume and a cover letter addressing the key selection criteria outlined in the position description.

[www.djpr.vic.gov.au](http://www.djpr.vic.gov.au)

Authorised by the Victorian Government,  
1 Spring Street, Melbourne