

Project Officer (2x positions)

Location: 8 Nicholson Street, East Melbourne

Salary: \$87,640 to \$99,438 + super.

Position No: 50941088, 50941090

The Project Officer contributes delivering key projects and high-quality business services for the Victoria's Great Outdoors program. The purpose of these positions is to coordinate program reporting, deliver technical, strategic, and analytical advice and recommendations to inform business systems and program management, while contributing to a high performing culture.

The Project Officer supports the Senior Program Manager to ensure consistent, integrated, and efficient delivery of reporting for the Victoria's Great Outdoors program. This program is building better walking trails, campgrounds, four-wheel drive tracks and visitor facilities to make it easier for all Victorians to explore our parks and forests, experience nature and support regional tourism. The position also contributes to delivering team, divisional and group priorities, and to building an inclusive and high performing workforce that is customer focused, collaborative, professional and engaged.

The Forest, Fire and Regions Group (FFRG) plays a critical role in delivering integrated, accessible, and high-quality land and natural resource management for Victorians and protection against and management of fires and emergencies. FFRG is committed to developing and promoting an organisation that is flexible, agile and innovative.

Specialist/Technical Expertise/Qualifications

- Tertiary qualification in project management, business analysis or risk management is desirable.

These are fixed term positions available until 30 June 2022.

To be considered for this position, your application should include a supporting statement demonstrating that you meet the Key Selection Criteria detailed in the position description.

Applications close on Tuesday, 27 July 2021.

Other relevant information:

Preferred candidates will be required to undertake pre-employment screening, including a Declaration and Consent form and a National Police Check.

Applicants must possess corresponding work rights to be eligible for appointment for the advertised employment period.

To be appointed to an ongoing position you must be an Australian Permanent Resident or an Australian/New Zealand citizen.

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.

For further information including the position description, key selection criteria and to apply visit www.careers.vic.gov.au