

# Project Support Officer

**Location: Melbourne CBD/Flexible**

**Salary: \$70,791 to \$85,956 + super.**

**Position No: 50927560**

- Want to join a team that has a flexible and supportive culture?
- Want to progress you career?
- Do you have good problem solving skills?

This position is to offer support to the Director of Rural Water Programs and Policy and teams with a focus on logistics, process and administrative efficiencies, liaise with other division within DELWP, relevant industry and government organisations and staff on a range of matters.

The Program Support Officer reports directly to the Director, Rural Water Policy and Programs. The primary focus of the role is to provide high-level confidential support to the Director and project administrative support to the Rural water Policy and Programs team.

The role is suited to a highly organised person with a strong service delivery focus, able to prioritise tasks and conflicting workloads ensuring timelines are met without compromising quality standards and applies discretion particularly in relation to confidential and sensitive matters.

## Specialist/Technical Expertise/Qualifications

- A degree in Natural Resource Management or Science is desirable
- This is a fixed term position for a period of 2 years.

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, including the Specialist/Technical Expertise/Qualifications and capabilities sections.

For further information please refer to the attached position description.

## 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.*

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

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

**Applications close at midnight on Thursday 6 May 2021.**