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| **Position Title** | Project Support Officer |
| **Group/Portfolio** | Corporate Services |
| **Classification** | HEW 5 |
| **Position Number** | 000 |
| **Reports To** | Senior Development Manager |
| **Employment Type** | Fixed Term 2 years |

## 1.0 Position Purpose

## The Project Support Officer position is part of the Major Projects & Planning team and works closely with Development Managers, Project Managers, Engineers, Planning, Design and Construction (PD&C), and Campus Facilities.

## Under general direction, this position is responsible for providing administrative assistance and support to an element’s day-to-day operations.

## 2.0 Eligibility Requirements

* + - The occupant of this position will hold a minimum of an associate diploma qualification and at least two years relevant work experience, or an equivalent combination of relevant skills, knowledge and experience.

## 3.0 Key Responsibilities

* + - Assist Major Projects & Planning staff through general administrative support including but not limited to updating databases, organising meetings, correspondence, minute taking, maintaining shared mailboxes, record management, managing the flow of information, maintaining and reviewing administrative processes and making suggestions for improvement.
    - Undertake procurement and financial transactions using the University’s finance systems (e.g. purchase orders, payment and invoice requests).
    - Assist with establishing financial management tools to control project expenditure including project cashflows, variation requests and cost to date/complete forecasts.
    - Provide contract administration including establishing and maintaining project filing systems to support to the Senior Development Manager and the Major Projects & Planning team.
    - Provide support in the administration of procurement by ensuring tenders are properly set up and monitored in the Vendor panel system.
    - Perform routine project work, including data collection and entry and the preparation and formatting of correspondence, presentations, and reports.
    - Review and update web content and SharePoint sites ensuring relevance and contribute to developing improvements and efficiencies.
    - Provide standard policy and procedural advice and contribute to the development of policies and procedures related to project delivery and other relevant matters.
    - Liaise with other Elements within the University and external organisations/agents as required.
    - This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
    - Support compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
    - Be a leading example of the principles and values embodied in the University’s Code of Conduct, and behave, act and always communicate to reflect fairness, ethics and professionalism.

## 4.0 Key Capabilities

## Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates’ success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

## To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](https://intranet.secure.griffith.edu.au/employment/learning-and-development/specialist-programs/capability-development-framework#framework).