**ROLE DESCRIPTION**

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| **ROLE TITLE:** | **PROJECT DELIVERY OFFICER** |
| **WORKSTREAM:** | **PROJECT DELIVERY**  **PROJECT DELIVERY – CORPORATE** |
| **LOCATION:** | **WHEATBELT NRM, NORTHAM** |
| **DATE OF LAST REVIEW:** | **14th April 2023** |
| **CLASSIFICATION:**  *This role has been Classified in accordance with the approved Classification Policy and Procedure.* | **Pay Grade E**  **Currently starting at $74,525/annum or $37.71 per hour** |
| **ROLE OVERVIEW** | |
| Participates in the implementation, review and improvement of projects or activities delivering Wheatbelt NRM’s Strategy, Operational Plan and other initiatives.  This employee has responsibility for co-ordinating and implementing activities in areas, projects or programs which deliver outcomes against agreed and set targets which assist Wheatbelt Natural Resource Management to deliver projects across all themes, increasing the knowledge and skills and participation of communities in natural resource management. | |
| **KNOW HOW**  *The employee requires the following technical skills and abilities and communication skills to carry out the role.* | |
| * A relevant tertiary qualification is desirable but not essential to this position; * Technical/specialist knowledge and experience relevant to the focus of the role; * Resource management and/or agriculture experience; * Good research and evaluation skills; * Analytical and problem solving skills; * Good communication and negotiation skills both written and verbal; * Good interpersonal skills with the ability to liaise with and provide advice to external stakeholders and others as appropriate to their role; * Good planning and facilitation skills; * Ability to manage conflicting demands, meet deadlines and work as part of a team. * Preparing documents, reports and briefing papers as appropriate to their project area or area of work. | |
| **PROBLEM SOLVING** | |
| The employee is directly involved in frontline activities working under supervision and according to standards and procedures which will require some training. The employee will work to clearly defined objectives which will contribute to the project team or corporate goals and targets. The employee’s role will allow for new approaches and innovative solutions to be generated and implemented with some direction. Activities and tasks will be prioritised and undertaken independently within set guidelines. The employee will participate and contribute to continuous improvement processes within their area. The employee will communicate effectively with colleagues, community groups, key stakes, government and non- government agencies and others as appropriate to their role. | |
| **ACCOUNTABILITY** | |
| The employee has no responsibility for staff. The employee has no responsibility for budget. The employee is jointly accountable with others to achieve the organisations end results. | |

This Role Description should be read in conjunction with the Position Outcome Statement for the relevant Project Delivery Officer position.