Shire of Pingelly
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# PROJECT OFFICER

## Join the Shire of Pingelly Team

The Shire of Pingelly is seeking a practical and outcomes-focused Project Officer to investigate, coordinate and deliver priority projects across the organisation.

## The Role

This is not a traditional project administration position. Working with the Chief Executive Officer and Executive Manager Works, you will take ownership of assigned workstreams, identify issues, remove barriers and move priority projects from initial investigation through to implementation and close-out.

You will personally undertake the research, applications, documentation, procurement, follow-up, stakeholder liaison and practical coordination needed to maintain momentum and deliver measurable progress. Initial priorities include the Off-Road Vehicle Area and associated approvals, the cardboard project, and housing, land-development and accommodation projects.

## What We're Looking For

You'll bring strong investigative and problem-solving skills, experience progressing projects through approvals, procurement, documentation and stakeholder coordination, and the ability to work independently and productively in a part-time role. You communicate clearly, organise priorities well and demonstrate persistence, initiative and a willingness to take responsibility for progressing issues through to resolution. Confidence using Microsoft 365 and the ability to understand legislation, approval processes, funding conditions and technical advice are required. A current unrestricted C Class Driver's Licence and National Police Clearance are also required.

## What We Offer

- Competitive Remuneration: Part-time salary based on qualifications and experience
- Great Benefits: Up to 17% superannuation and professional development
- Flexible Arrangement: Part-time role with agreed working days
- Project Ownership: Take responsibility for a diverse portfolio and deliver practical outcomes.
- Direct Impact: Work with the CEO and Executive on projects with lasting community benefit

## Get in Touch

Keen to learn more? Contact Andrew Dover, Chief Executive Officer, on (08) 9887 1066 to discuss the role and what we're looking for.

## How to Apply

Visit our website for the Position Description. Email your application to admin@pingelly.wa.gov.au with the following subject line: 'Confidential - Project Officer Application' alternatively, post or hand deliver your CV to the Shire office at 17 Queen Street, Pingelly.

**Andrew Dover**
**Chief Executive Officer**