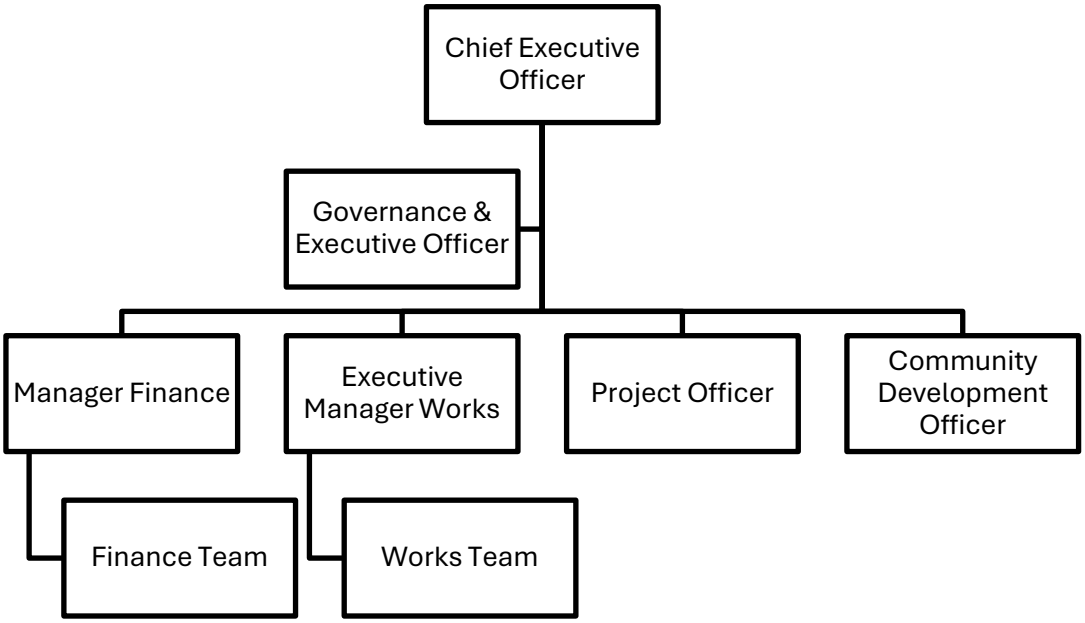
PROJECT OFFICER

POSITION DESCRIPTION

Shire of Pingelly
17 Queen Street, Pingelly, WA, 6308
pingelly.wa.gov.au | 08 9887 1066
admin@pingelly.wa.gov.au

Directorate: Office of the Chief Executive
Classification: 5.2 – 6.1
Reports to: Chief Executive Officer
Location: Shire Administration Office and other locations as required

ORGANISATIONAL STRUCTURE



Works closely with the Executive Manager Works and other relevant project leads.

POSITION PURPOSE

Take an active role in delivering priority projects with the Chief Executive Officer and Executive Manager Works from initial investigation through to implementation and close-out. Personally undertake the research, applications, documentation, procurement, follow-up, stakeholder liaison and practical coordination needed to move each project forward. Identify and resolve unclear scope, approvals, permits, land, funding, consultant, contractor and sequencing issues, and drive agreed actions through to completion.

KEY RESPONSIBILITIES

1. Project Investigation and Advice

1.1 Take ownership of assigned project issues by establishing the current position, confirming the intended outcome, locating relevant information and identifying the practical steps needed to proceed.

1.2 Identify and progress required approvals, permits, studies, land, funding, procurement, consultation and technical inputs, including preparing documentation within the position's authority.

1.3 Resolve issues within delegated authority and promptly refer matters requiring executive, Council or specialist decisions, providing concise options and a recommended next step.

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2. Project Delivery

2.1 Work with the Chief Executive Officer and Executive Manager Works to deliver assigned project stages, completing agreed investigations, applications, procurement actions, consultant or contractor coordination, implementation and close-out tasks.

2.2 Maintain practical project documents proportionate to the work, including briefs, scopes, action lists, schedules, budgets, approval records, risks, issues and status updates.

2.3 Prepare quotations, procurement documentation, funding reports, variations, milestone evidence and acquittals within the position's capability and delegated authority, obtaining specialist input where required.

2.4 Monitor assigned actions, costs, timeframes and deliverables; follow up overdue matters; and advise promptly when a decision, milestone, budget or approval is at risk.

3. Priority Project Portfolio

3.1 Progress priority projects assigned by the Chief Executive Officer, accepting responsibility for agreed workstreams and outputs while working closely with the Executive Manager Works and relevant employees.

3.2 Initial priorities include the Off-Road Vehicle Area, including investigations and any required clearing or other approvals; the cardboard project; and housing, land-development and accommodation projects. Other priority initiatives may be assigned as capacity permits.

3.3 Undertake the practical delivery activities required for assigned projects, including site inspections, agency enquiries, stakeholder meetings, quotations, consultant and contractor briefings, progress checks, handover and completion records.

4. Stakeholder and Project Administration

4.1 Liaise directly with government agencies, funding bodies, utilities, consultants, contractors, community organisations, landowners and other stakeholders to secure information, decisions and actions required for delivery.

4.2 Prepare clear project correspondence, meeting notes and briefing material, maintain reliable files and decision records, and ensure commitments and approval conditions are followed through.

4.3 Brief and coordinate consultants and contractors within approved scope and authority, review deliverables and raise scope, performance, cost or timing concerns with the responsible executive.

5. Accountability and Priorities

5.1 Provide concise and timely updates to the Chief Executive Officer and Executive Manager Works on progress, completed and overdue actions, decisions required, budget position and key risks.

5.2 Plan the available part-time hours around agreed priorities and deliverables, focusing on work that will produce measurable progress and advising when workload or dependencies require priorities to be reset.

5.3 Comply with Council requirements for procurement, financial management, records, work health and safety, risk, probity, confidentiality and statutory approvals.

5.4 Undertake other project investigation and delivery duties reasonably required within the position's scope, classification and available hours.

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SELECTION CRITERIA

Essential

A. Demonstrated investigative and problem-solving ability, including analysing issues, identifying constraints and recommending practical solutions.
B. Demonstrated experience progressing and delivering projects by coordinating approvals, procurement, documentation and stakeholders from initiation through to completion.
C. Ability to work independently and productively in a part-time role, manage competing priorities, complete assigned deliverables and recognise when a decision or issue must be escalated.
D. Well-developed written and verbal communication skills, including concise briefing notes, project correspondence, status reporting and productive stakeholder liaison.
E. Ability to understand and apply legislation, approval processes, funding conditions, Council policies and technical advice relevant to assigned projects.
F. Sound organisational, financial and records-management skills, including basic budgets, schedules, risk and issue tracking, and maintenance of reliable project evidence.
G. Confidence using Microsoft 365 and other digital systems for project tracking, research, document control, communication and reporting.
H. Demonstrated initiative, sound judgement, professionalism and accountability, with a practical and outcomes-focused approach to project delivery.

Desirable

I. Experience in local government, civil or building projects, land development, environmental approvals, housing, waste or regional development.
J. Relevant qualification or training in project management, planning, engineering, building, environmental management, procurement or a related field.
K. Knowledge of Western Australian government approval, funding and procurement processes.

POSITION REQUIREMENTS

- Part-time role with agreed working days and flexibility to attend project meetings, site inspections or consultations outside those hours when reasonably required.
- Hold a current unrestricted C Class Driver's License.
- Obtain and maintain National Police Clearance and comply with all Shire policies, procedures, codes of conduct and lawful directions.
- Required to comply with the Shire's Fitness for Work Policy and may be required to participate in drug and alcohol testing, including random or incident-related testing, in accordance with relevant procedures and lawful directions.

Prepared by: Chief Executive Officer
Supervisor: Chief Executive Officer
Review date: September 2026
Next review: As required or through the performance review cycle