

POSITION DESCRIPTION

Position Title:	Corporate Services Project Officer
Position Number:	7095
Group:	Corporate & Commercial Services
Business Unit:	Corporate Services
Reports To:	Manager Corporate Services
Grade	8
Last Date Of Review:	June 2025
Last evaluation date:	June 2025

Role Function Summary

The Corporate Services Projects Officer is a key member of the Corporate Services team and supports the efficient delivery of strategic and operational projects within the Business Unit. This position will play an essential role in providing technical administration and project support to the Corporate Services team with a specific focus on supporting the Grants and Property Officers as well as the Manager Corporate Services.

Key Responsibilities (Major and Essential Job Functions)

- Manage the yearly issue of corporate wardrobe for the administration building including project managing the uniform fitting days, uniform allowances for all indoor staff and preparing all required documentation
- Management of Singleton Council's residential property leases, conduct property inspections and be the after-hours Council contact to external stakeholders
- Independently manage property projects as directed
- Coordinate and project manage the delivery of projects within the Corporate Services Department, ensuring they are completed on time, within budget and in alignment with strategic objectives and legislative requirements.
- Ensure timely and regular updates regarding project and work status, resources and risks are reported to the Manager in a timely manner.
- Provide committee meeting support including preparation of agenda, and recording and distribution of minutes
- Undertake high level business and administration support to the corporate services team
- Provide high level assistance to the Grants Officer in preparing timely grant applications
- Coordinate initiatives and projects for the Manager of Corporate Services including background research, logistics coordination and stakeholder management
- Build and maintain strong working relationships with key stakeholders including Leadership Team, Council staff, external stakeholders and community members
- Responsible for the management of the Authority NAR module involving provision of module training, development of end user guidelines, data entry quality control and historical data cleansing.
- Provide timely, constructive input into decision making and problem solving of business unit issues

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required by the business from time to time which are within the skills, competence and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

Community Vision	Singleton. Vibrant, progressive, connected, sustainable & resilient.
Organisation Vision	ESSP - Engaged people; Safe and Sustainable workplace and a Performance based culture
Our Purpose	To 'create community'
Values and Behaviours	Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are: Accountable: We know what we do, and do what we say Connected: We work together to create community Integrity: We do the right thing Care: We are people who care Adaptable: We are ready to respond
Safe Workplace	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display safe work practices and promote safety in the workplace at all times.
Policies and Procedures	The responsibilities of this position are completed in line with all Council policies and procedures related to this position. Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance is required as they relate to this position.

Organisational Relationships

Internal Relationships:	Council staff, Corporate Services Business Unit, Grants Specialist Officer, Property Management Officer
External Relationships:	• Government Agencies – State and Federal • Community Organisations • Local businesses • Lessee's of Council facilities
Direct Reports:	• Nil
Indirect Reports:	• Nil

Essential Criteria:

- Comprehensive experience in providing high-level business assistance and or business administration qualifications and or an equivalent combination of relevant skills, knowledge and experience
- Strong customer service focus with proven capability to deliver high quality service to internal and external stakeholders
- Proven experience in managing or coordinating in a corporate services environment (eg Property, Grants, Procurement, Information Management, Information Technology)
- Demonstrated ability to manage multiple priorities and meet deadlines
- Proven excellent interpersonal, written and verbal communication skills including the ability to negotiate and communicate with influence.
- Proven ability to work unsupervised and take initiative in decision making process.
- Proven proficiency in using a range of software, in particular Microsoft Office Suite
- Ability to be flexible, show initiative and respond quickly when situations change.

Desirable Criteria:

- Experience working in local government.
- Electronic document recordkeeping experience
- Experience with the Civica Altitude system

Licences and Tickets:

- Current Drivers licence (C Class)

Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting		✓						✓				
Walking			✓			✓						
Standing			✓			✓						
Bending				✓	✓							
Squatting				✓	✓							
Climbing				✓	✓							
Kneeling				✓	✓							
Twisting				✓	✓							
Lifting				✓	✓							
Driving			✓			✓						

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	☒	No	☐	Repetitive Hand Movements	Yes	☒	No	☐
	Right Hand					Left Hand			
Simple Grasping (hold bottle)	Yes	☒	No	☐	Simple Grasping (hold bottle)	Yes	☒	No	☐
Power Grasping (tight grip)	Yes	☒	No	☐	Power Grasping (tight grip)	Yes	☒	No	☐
Pushing Pulling (to from body)	Yes	☒	No	☐	Pushing Pulling (to from body)	Yes	☒	No	☐
Fine Manipulation (fine finger)	Yes	☒	No	☐	Fine Manipulation (fine finger)	Yes	☒	No	☐

Tick below if these are requirements of the position:

	Operating mobile plant		Working with paints, solvents, oil, grease
✓	Light repetitive handling		Cold environment
	Dog/cat control		Climbing, working at heights
	Cattle, sheep handling		Confined spaces work
	Native Animal, reptile handling	✓	Customer contact
	Garbage collection		Screen based work (intermittent)
	Office, toilet cleaning	✓	Screen based work (constant)
✓	UV exposed	✓	Clerical deadlines
	Herbicide/Pesticide use	✓	Supervisory – clerical, planning, deadlines
	Cooking		Building trades work
	Walking on Slopes / Hills / Gradients		Motor trades work
✓	Walking on uneven surfaces		Child care
	Working with bitumen		Hospitality
	Working with concrete		Exposure to dust or fumes

Authorisation:

I agree to work in accordance with the requirements and expectations outlined in this position description.

Employee Name

Signature

Date

Skills Progression and Assessment Record:

Position Title: **Corporate Services Project Officer**

Employee:

Skill Progression Requirements ☒ Step Achieved	Salary Step	N/A	1	2	3	4
Extensive experience in providing high-level Business Support assistance and or relevant qualifications	1					
Strong customer service focus with proven capability to deliver high quality service to internal and external stakeholders	1					
Proven excellent interpersonal, written and verbal communication skills including the ability to negotiate and communicate with influence.	1					
Proven ability to work unsupervised and take initiative in decision making process.	1					
Proven ability to prioritise and complete multiple tasks requiring attention to detail and accuracy in a high volume work environment with competing deadlines.	1					
Basic knowledge of Authority and its functionality.	2					
Demonstrated analytical and problem solving skills.	2					
Demonstrated basic knowledge and understanding of Council Protocols, Policies and procedures.	2					
Operational knowledge of the Authority NAR module	2					
Demonstrated ability to effectively deal with difficult customers	2					
Demonstrated ability to research and analyse information and make recommendation based on findings	2					
Advanced Electronic Document Records Management (EDRMS) capabilities.	3					
Demonstrated ability to positively adapt to change	3					
Demonstrated high level use of initiative.	3					
Demonstrated ability to network with administrative professionals outside of the position's Business Unit.	3					
Recommendation and implementation of a continuous improvement activity	3					
Expert level knowledge of the Authority NAR module	4					
Demonstrated advanced knowledge and understanding Microsoft Office and Authority System	4					
Development of reports, memorandum, letters, correspondence or policy/procedure of a complex nature	4					
Demonstrated ability to coordinate web/public based information	4					
Advancement of professional knowledge via completion of further studies in a relevant field.	4					

Skills Review Year (eg 2025): _____ **Position:** _____

Annual Skills Assessment:

The following is to be completed at the time of the annual skills assessment.

People Leader's comments on employees skill progression:

Employee's Comments:

Name

Signature

Date

Coordinator's Comments:

Name

Signature

Date

Manager's Comments:

Name

Signature

Date

Summary of Skills Assessment	1	2	3	4
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
☒ Proposed Salary Step Placement				