

POSITION TITLE	Project Support Officer
CLASSIFICATION	VPS3
SALARY RANGE	\$67,866 – \$82,404 plus superannuation
LOCATION	222 Exhibition Street, Melbourne, 3000 Melbourne
EMPLOYMENT TYPE	Up to 3 years - Fixed Term, Full Time
FURTHER INFORMATION	Becky Fry, HR Advisor on 9655 6086

About Rail Projects Victoria, Major Transport Infrastructure Authority

Major Transport Infrastructure Authority (MTIA) comprises of Level Crossing Removal Project (LXRP), Rail Projects Victoria (RPV), North East Link Project (NELP), West Gate Tunnel Project (WGTP) and Major Road Projects Victoria (MRPV).

Rail Projects Victoria, Major Transport Infrastructure Authority (RPV) is the Victorian Government body responsible for the development and delivery of the Metro Tunnel Project, Regional Rail Revival, future Melbourne Airport Rail Link and a portfolio of other rail projects. RPV is responsible for all aspects of the projects including planning and development of the project reference design, site investigations, stakeholder engagement, planning approvals and procurement, through to construction delivery and project commissioning.

Why work with us

Employees at RPV have access to a wide variety of opportunities, with an extensive range of career and capability development programs designed to develop our team. We want you to grow, develop and learn with us. We want your work to provide you with a strong sense of purpose and achievement.

RPV has one of the most progressive wellbeing programs in the industry. We recognise that our people are critical to our ability to deliver projects and achieve key milestones and we understand that a holistic approach is required in engaging, satisfying and retaining our people.

Our vision is to build a safe and trusting environment that values and pursues balance and health and provides a strong platform for continuous development and high performance.

RPV has assembled a skilled team of highly experienced professionals from across the public and private sectors to ensure the objectives of its projects are achieved for the Victorian community.

About the role

The Project Support Officer effectively delivers high quality support and assistance to Rail Projects Victoria primarily supporting a designated team. The Project Support Officer will work closely with a broad range of stakeholders and provide project team support and administration in a range of areas including records management, report coordination, meeting arrangement, diary management and presentation preparation.

About you

You will be a highly focused and driven person who is passionate about contributing to the delivery of public infrastructure, working within a high-performing team to drive exceptional outcomes. You will have previous experience in diary management and demonstrate strong organisational skills in a dynamic project environment. You will enjoy a fast paced, performance-focused workplace where you will have the opportunity to work autonomously and develop your career.

If you are looking to step up in your career, this might just be the right opportunity for you!

Key Accountabilities

1. Provide administrative support to RPV's project team including diary management, document preparation, email management and other tasks as required.
2. Undertake a broad range of administrative support tasks, including preparing documents and reports, taking and preparing meeting minutes, arranging meetings, managing invoices and other general tasks, as required.
3. Manage and maintain local records and document management databases and assist team members with electronic records management.
4. Negotiate and liaise with key stakeholders to deliver support to the project team.
5. Organise, schedule and set-up meetings, briefings and presentations as necessary, including the preparation of materials and equipment.
6. Contribute to the preparation of project plans, briefings, reports, correspondence and presentations for the project.
7. Assist the project team with the management and facilitation of financial and business support services.

Key Selection Criteria

1. Strong experience providing a range of administrative project support services in the context of a major infrastructure project or similar environment.
2. Well-developed written communication skills, including the ability to prepare, edit and proof-read correspondence, communications, presentations and other documents to a high level of quality and with attention to detail.
3. Excellent interpersonal skills demonstrating confidentiality, reliability, and experience dealing with a wide range of stakeholders at different levels.
4. Strong organisational skills with demonstrated ability to arrange and coordinate meetings, events and workshops with a range of stakeholders.
5. Demonstrated ability to work effectively as a member of a fast-paced team, identifying and proactively assisting team members to help deliver project outcomes, and having a flexible approach to changing timelines.
6. Strong experience recording, transcribing and distributing meeting minutes and associated documentation.
7. Proven capacity to prioritise tasks, be strategic, exercise judgment and solve problems independently in a fast-paced environment with tight, often conflicting deadlines.
8. Demonstrated ability to manage team records, document management systems and processes, financial records and / or procurement processes (experience in utilising TRIM, or other electronic records management systems).
9. Strong level of knowledge and experience using the Microsoft Office suite of applications.

Qualifications

Advanced level of knowledge and experience using the Microsoft Office suite of applications.

Other relevant information

How to apply

Applications must be submitted online by visiting www.careers.vic.gov.au. Applications after the closing date will not be accepted.

Immigration and Employment Eligibility

Candidates seeking to gain working rights sponsorship are encouraged to contact rpv-hr@railprojects.vic.gov.au

Applicants will be subject to a probation period of three months. This position is subject to a Police Records Check and Qualification Check.

Equal Opportunity Employer

RPV is an equal opportunity employer and welcome applicants from a diverse range of backgrounds. Applications from Aboriginal and Torres Strait Islander people are strongly encouraged for all positions. Reasonable adjustments for a successful candidate with disabilities will be offered, on request.

Agreement/Award Coverage

Employment with RPV is subject to the terms and conditions outlined in the Victorian Public Service Enterprise Agreement 2016 or for Executive Officer classified positions, the Victorian Public Service Executive Employment Handbook.

Professional Obligations

Successful candidates will be inducted to their crucial role as a public servant in the workplace and are instructed to complete the mandatory Professional Obligations training. The training provides clarity to employees on: professional obligations and responsibilities; appropriate management of information and use of resources (including Information Security, File and Record Management, Information Privacy, Freedom of Information); conflict of interest obligations; receiving and providing gifts, benefits and hospitality; and prevention of fraud and corruption.

Terms and Conditions

Employees must comply with the Code of Conduct for Victorian Public Sector Employees.

Privacy Notification

RPV affirms that the collection and handling of applications and personal information will be consistent with the requirements of the *Privacy and Data Protection Act 2014*.

Health and Wellbeing

Our vision is to build a safe and trusting environment that values and pursues balance and health and provides a strong platform for continuous development and high performance.

RPV takes a holistic approach to wellbeing and offers a comprehensive program that addresses five key pillars of wellbeing: healthy minds, healthy bodies, healthy workplace and cultures and healthy community connections.

What we offer you

RPV has access to a wide variety of opportunities, with an extensive range of personal and professional development programs designed to develop our people and their careers. Working closely with industry, business and the community enables you to make a difference to the economic prospects of all Victorians.

Relocation assistance

Successful candidates may be supported to re-locate to Melbourne including air travel, transport of household items and four weeks accommodation.

Diversity @ RPV

At RPV, 'diversity' includes all the ways in which employees differ, and the valuable contribution that all of these differences bring to the Authority. RPV's broad diversity program enables it to more successfully attract, recruit, retain and develop a diverse workforce; fostering greater innovation, greater customer change.

Learning and Development

We want you to grow, develop and learn with us. RPV provides you with access to a range of internal and external learning and development opportunities to support your performance in your role and further your career aspirations. RPV also supports relevant study via negotiated financial assistance and leave provisions for approved courses. Our Performance and Development Plans aim to support and encourage employees in achieving work and career objectives through clearly defined roles, development opportunities and performance targets.

Balancing Work and Life

We understand that work/life balance is an important part of our employees' lives. That's why we have a wide range of flexible work/life balance options including working from home, flexible working hours and generous leave provisions including the 44/52 model of employment and paid parental leave.