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| **Position title** | | | **Project Officer** | | | |
| **Team/Group** | | | Business Solutions | | | |
| **Work level** | | | 2 | | | |
| **Position reporting to** | | | Project and Process Delviery Manager | | | |
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| **Vision, mission and values** | | Beyond Blue’s vision is that all people in Australia achieve their best possible mental health. Our mission is to promote good mental health. We create change to protect everyone’s mental health and improve the lives of individuals, families and communities affected by anxiety, depression and suicide.  Beyond Blues values are **Collaboration, Respect, Enthusiasm, Excellence, Innovation and Integrity.** | | |
| **Position purpose** | | A Project Officer is required to support the project management and coordination of the various programs of work, including our Big Blue Door.  Reporting to the Project and Process Delviery Manager , and liaising closely with the Project Managers, the Project Officer, will assist the management of the commercial and finance requirements of the projects including budget tracking, task management, project status reporting and documentation, liaison with key business areas including procurement, finance, change management, vendor management and various other Beyond Blue teams impacted by Project Implementation. This role is responsible for management of key project work-flows. | | |
| **Role dimensions** | **Direct Reports** | | | 0 | |
| **Overall team** | | | 0 | |
| **Financial Delegation** | | | 0 | |
| **Key accountabilities** | * Purchase order management – keeping track of invoices against POs * Reviewing project financial tracking reports – supporting the CRM Finance team representative * Meeting schedule management including meeting requests, setup of meeting rooms, organization of participant materials and organizing video conference access where required * Meeting support including drafting of agenda, minutes and management of action registers * Preparation of presentations, meeting papers, briefing notes, agenda for meetings and detailed minutes * Task tracking – supporting the PM on identifying outstanding tasks * Managing reporting of issues, risks and change requests for the Project in SharePoint * Change Request workflow management * Managing deliverable review & approval process and storing approved deliverables * Supporting the Project Manager in project procurement and resourcing processes * Supporting the Project Manager in project status reporting * Communicating with vendors and service providers in task and deliverable management to support timely delivery of the project * Documentation of Project tasks * Internal stakeholder management regarding project tasks and requirements * Coordinating executive involvement on key project tasks | | | | |
| **Key behaviours** | * We are community centric and focus on solving problems, listening and adjusting plans to deliver better outcomes for the community * We create a sense of fun and light-heartedness, and channel our energy and enthusiasm into meaningful work * We create clarity and ensure our actions align to our strategy, so we can prioritise our finite resources * We collaborate to provide solutions and options for feedback * We actively listen, and communicate openly and transparently * We build relationships internally and partner with the whole organisation on shared goals, problems, and solutions * We adapt, flex and take an agile approach to plans to meet community need | | | | |
| **Qualifications and key selection criteria** | Essential   * Effective communication skills * Desire to work in a collaborative environment * Attention to detail * Administration support experience * Medium-advanced skills in Microsoft Word, Outlook and PowerPoint, Excel, JIRA and Confluence * Book keeping or financial transaction management and tracking experience * Project administration (Project Management support) experience   Desirable   * Experience in managing invoice/PO reconciliation, payroll processing, and/or budget tracking. * Experience in Beyond Blue * Usage of SharePoint or similar tools for managing project registers * Usage of project schedule and task management or collaboration tools. | | | | |