

JOB DESCRIPTION - PROJECT OFFICER

JOB TITLE:	Project Officer – Top End
TENURE:	Contracted position, continuing engagement subject to funding
LOCATION:	Darwin, Northern Territory
WORK HOURS:	Part-time, as negotiated
REMUNERATION PACKAGE:	Part-time rate: \$44.13 per hour, plus 12% superannuation The salary is reviewed periodically
RESPONSIBLE TO:	Chief Executive Officer, RDA NT
JOB PURPOSE:	The role of the Project Officer is to support the Chief Executive Officer, through a broad range of activities, in achieving goals outlined in the RDA NT Business Plan. The position primarily focuses on facilitating projects.

KEY RESPONSIBILITIES

1. Identify and facilitate regional development projects.

- Develop and encourage partnerships to enable the successful delivery of regional initiatives.
- Consult effectively with regional stakeholders to identify regional issues and project opportunities.
- Provide advice to stakeholders to assist with the identification of partners, programs and funding (government and philanthropic) to support projects.
- Where stakeholders lack capacity, assist them with the preparation of project briefs and funding applications and build future capacity to maximise community access to development opportunities.
- Monitor projects and report to the Chief Executive Officer and the Committee.
- Prioritise support in accordance with the Business Plan and in consultation with the CEO.

2. Act as a two-way conduit for information on Commonwealth and NT Government initiatives.

- Provide information to stakeholders, including coordinating information sessions and workshops.
- Collate community feedback on regional issues and government programs and services for the CEO.
- Contribute to other local and national agendas from a regional perspective.

3. Support the operational functions of RDA NT.

- Contribute to reports, research, planning, submissions, updates for the website and general administration as required.
 - Other duties as directed by the Chief Executive Officer.
-

SELECTION CRITERIA

Essential

1. Well-developed project management, research and analytical skills
2. Excellent verbal/written communication skills (including the ability to liaise with stakeholders, assist with grant writing and deliver presentations)
3. Ability to work independently, showing initiative, as well as collaboratively as part of a team
4. Ability to work under pressure and to competing timelines
5. Sound computing and data management skills including the use of computer software programs such as word, excel, outlook and experience in researching topics
6. Relevant qualifications and/or work experience in a similar role
7. Ability to exercise discretion in the use of confidential information
8. Possess a current Drivers Licence and be willing and able to travel to regional and remote communities throughout the Territory by 4WD and light aircraft, including preparedness to overnight in remote areas

Desirable

1. Knowledge and awareness of government funding programs and services
2. Experience with writing funding applications
3. Experience in working with Boards and/or Committees
4. Demonstrated knowledge of the NT, industry/government networks within the region and factors affecting regional development

KEY PERFORMANCE INDICATORS

1. The total number and dollar amount of project proposals supported / approved.
2. Contact with a diverse range of regional stakeholders and positive feedback.
3. Provision of comprehensive reports in a timely fashion.

CONDITIONS OF EMPLOYMENT

It is a condition of employment that all employees:

- Observe safe work practices. This includes taking appropriate action to ensure a safe and healthy working environment for self and others.
- Comply with RDA NT's Policies and Procedures, contractual commitments, other organisational guidelines and legislative requirements.
- Do not discriminate against individuals on the basis of ethnicity, gender, disability, age, religious or political affiliation, or other characteristic.

AMENDMENT TO THIS JOB DESCRIPTION

This job description may be amended from time-to-time and any changes will be communicated in writing.



An Australian Government Initiative

