

## Position Description

<b>Position Title</b>	<b>Project Officer</b>
<b>Employment type</b>	<b>Full Time</b>
<b>Pay Band</b>	<b>4</b>
<b>Location</b>	<b>Mildura, Robinvale, Swan Hill, Kerang</b>
<b>Direct Reports</b>	<b>Nil</b>
<b>Reports to</b>	<b>Program Manager</b>
<b>Delegated Authority</b>	<b>E</b>

## Position Summary

The Project Officer will work as part of the Projects Team within the Infrastructure Services Department to support the delivery of Lower Murray Water's Capital Works Program. Reporting to the Program Manager, the role is responsible for applying project management practices, administering contracts, coordinating consultants and contractors, and overseeing onsite works. The position ensures projects are delivered safely, efficiently, and in compliance with contractual, environmental, and safety requirements

## Key Responsibilities

The Project Officer is responsible for:

1. Complying with all applicable occupational and safety (OH&S) laws, regulations and policies, as well as environmental protection laws and policies.
2. Safety & Compliance
  - a. Overseeing compliance with safety, environmental and quality systems in accordance with LMW and regulatory requirements.
  - b. Monitoring contractor compliance with the Environmental Management Framework, associated plans and Contractor's Safety Management System.
  - c. Undertaking hazard and incident reporting, audits and support corrective actions where required.
3. Project Management
  - a. Managing capital works projects in accordance with the LMW Project Management Framework from project initiation through to completion.
  - b. Undertaking project scoping activities, including helping define objectives, deliverables, risks, and constraints in consultation with stakeholders.
  - c. Preparing procurement documentation and supporting the procurement process in line with organisational policies and procedures.
  - d. Assisting in the development and review of designs, ensuring they are technically sound, cost-effective, and aligned with project requirements and regulatory standards.
  - e. Assisting in ensuring design documentation is complete, accurate, and suitable for procurement and construction.



### **Vision:**

A thriving future where water sustains people, nourishes land and enables prosperity



### **Purpose:**

To realise the full value of water for healthy people and productive landscapes

Our Values:



Deliver



Grow



Respect



Collaborate



Safe Work Done Well

4. Contract & Contractor Management
  - a. Administering consultancy and construction contracts including variations, progress claims and performance.
  - b. Maintaining site records and report non-compliance with contractual obligations.
  - c. Liaising with contractors to foster a culture of safety, quality, and performance.
5. Construction Supervision & Site Coordination
  - a. Providing day-to-day oversight of site works.
  - b. Monitoring works progress against schedule and budget.
  - c. Capturing site data, record keeping and reporting.
6. Reporting & Documentation
  - a. Preparing regular project updates and technical reports for the Program Manager.
  - b. Ensuring project records are accurately maintained in LMW systems.
  - c. Tracking progress against project milestones and maintain site documentation.
7. Stakeholder Engagement
  - a. Leading engagement activities with internal and external stakeholders
  - b. Ensuring project activities are communicated effectively and respectfully.

### **Skills and Experience**

- Experience in infrastructure construction, preferably within the water industry.
- Experience in project management or project delivery role, preferably within the water industry.
- Demonstrated understanding of contract administration and site supervision.
- Strong knowledge of WHS, environmental and quality management systems.
- Proven ability to work collaboratively within multidisciplinary teams.
- Competent in using tools (e.g. Microsoft Project) to plan and monitor the delivery of projects against time, quality and budget.
- WorkSafe Victoria Construction Induction
- Trade certificate in relevant discipline, preferably related to the water industry, is desirable

### **Compliance Requirements**

- Driver's License
- Criminal background check
- Confirmation of fitness for work





**LOWER MURRAY  
WATER**

## Key Behaviours



### **Professionalism**

Maintaining a positive attitude, being punctual and reliable, showing empathy and understanding in our interactions and respectful, and following workplace policies and procedures.



### **Integrity and honesty:**

Being open and transparent when making decisions, giving honest and supported advice, exercising power in a fair and reasonable way and addressing unacceptable behaviours in the workplace.



### **Collaboration and cooperation:**

Actively participating in teamwork, sharing ideas and working together towards shared goals and objectives.



### **Inclusivity and diversity:**

Valuing and respecting diversity, treating everyone with fairness and equality, promoting an inclusive and welcoming environment.



### **Coaching others:**

Assist, challenge and encourage others by sharing knowledge, skills and/or experience to help individuals improve performance and achieve goals.

**Signatures:** We certify that the content of this position description is accurate:

Position Holder:

Signature:

Date:

General Manager:

Signature:

Date:

Managing Director:

Signature:

Date:

Our Values:



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