

Project Officer

CGC Recruitment • North Lismore NSW 2480



Base pay

\$117,120 - \$117,120



Work type

Full Time



Contract type

Contract

Job details



Date posted

07 Jun 2021



Expired On

02 Jul 2021



Category

Construction



Occupation

Project Manager



Base pay

\$117,120 - \$117,120



Contract type

Contract



Work type

Full Time



Job mode

Standard/Business hours



Work Authorisation

**AUSTRALIAN CITIZEN /
PERMANENT RESIDENT**

Perks

WORK - LIFE BALANCE

Skills

CARPENTRY

INSPECTIONS

PLUMBING

PROJECT PLANS

Full job description

A great opportunity to join a government department and look after building and maintenance works in Indigenous communities. Great work life balance

The role:

3x Project Officers

Pay rate: \$61 per hour + super

Travel is required including overnight which is covered by the business

3 Roles same rate and role description below.

Location required for each vacancy: (travelling between nearing suburbs)

1x New England

1x Mid-coast Kempsey

1x Moree

About you:

- Ideally come from a trade background electrician, carpentry, plumbing etc.
- Ability to drive from site to site

- Government experience would be GREAT
- Drivers licence
- No criminal record
- Local to northern NSW

Responsibilities:

- Manage and oversee particular aspects of projects and implementations, including developing and monitoring project plans, coordinating resources, and monitoring budgets to ensure successful project milestones are met.
- Prepare a range of project-related documents for key stakeholders as required, including status updates, reports, budgets and discussion papers to manage the flow of information.
- Deliver on assigned projects and processes within agreed upon deadlines and quality standards.
- Work effectively with Aboriginal Communities & team members.
- Maintain oversight of project progress and identifying issues and risks bringing them to the attention of business unit manager.
- Construction or Maintenance experience essential
- As necessary, consults with manager or senior staff on a suitable course of action in matters that are sensitive, high-risk or business-critical, or for those issues that have far reaching implications with respect to resources or quality advice provision.
- Mentoring and support for Maintenance delivery by Local Aboriginal Land Councils (LALC)
- Review and approve quotations for 'value for money'
- Understanding of National Construction Code (NCC) to be able to complete quality inspections on maintenance
- Understanding of Work, Health & Safety (WH&S) requirements to be able to complete inspections on in progress maintenance work.
- Review of acquittals provided by LALCs
- Complete administration and record keeping of project documentation.
- MUST be able to work with Aboriginal Communities

How to apply:

Apply via you preferred job board or send your CV directly to
spencer.williamson@cgcrecruitment.com