

## Project Officer

Hays Policy & Strategy • Melbourne CBD VIC



Base pay  
\$53 - \$65 / hr



Work type  
Full Time



Contract type  
Permanent

### Skills

PROJECT MANAGEMENT

WRITTEN AND VERBAL

### Full job description

#### Your new company

This Victorian State Government department is focused on driving economic growth throughout Victoria. This branch is responsible for creating and maximising sport and recreation opportunities for Victorians. A Project Officer position has been created to assist on the delivery of several projects funded by the branch.

#### Your new role

In this role you will be assisting on the delivery of key funding projects to bolster development of community sports throughout the state. You will be responsible for:

- Assessing of grant proposals and to provide advice to ensure the progression of grant applications.
- Preparation of accurate correspondence centred around grant applications and progress.
- Establish and maintain stakeholder relationships.

#### What you'll need to succeed

You will be a Project Officer, ideally with a background in grants and fund management. You will be an expert at:

- Written and verbal communication skills.
- Judgement and managing of grant applications within the VPS.
- Program and project management skills.

#### What you'll get in return

You will be offered an opportunity to assist in the delivery of projects centred around increased participation and development of sports and recreation

### Job details



Date posted  
**15 May 2021**



Expired On  
**25 Jun 2021**



Category  
**Government, Emergency & Defence**



Occupation  
**Policy, Planning & Regulation**



Base pay  
**\$53 - \$65 /hr**



Contract type  
**Permanent**



Work type  
**Full Time**



Job mode  
**Standard/Business hours**



Work Authorisation  
**AUSTRALIAN CITIZEN / PERMANENT RESIDENT**

throughout the state.

Temporary and contract workers through Hays also enjoy a wide range of benefits including:

- Weekly pay cycles
- Nominated choice of superannuation fund
- Online timesheet submission and approval

**What you need to do now**

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or contact Laughlan Judge on (03) 8616 8403 or [Laughlan.Judge@hays.com.au](mailto:Laughlan.Judge@hays.com.au) now.

If this job isn't quite right for you but you or are looking for a new position, please contact us for a confidential discussion on your career. Alternatively, if this role would be of interest to anyone you know please don't hesitate to pass on this advertisement or my contact details.

**LHS 297508 #2505999**