


Senior Policy/Project Officer

Victorian Government • Melbourne CBD VIC

 Base pay
\$0 - \$0

 Work type
Full Time

 Contract type
Contract

Skills

PROGRAM MANAGER

PROJECT DOCUMENTATION

TELECOMMUNICATIONS

Full job description

Senior Policy/Project Officer

* \$101,120 - \$122,348 (Plus Superannuation)

* Fixed Term – 3 years

* Usual hours of work: Full Time (flexibility may be available)

* Usual work location: 121 Exhibition Street (flexibility may be available)

This is a prioritised position for people with disability in accordance with the Special Measures provision of the Equal Opportunity Act 2010 (Vic). People with disability are strongly encouraged to apply and will be given priority consideration for this role.

The position of Senior Policy/Project Officer forms a part of the Telecommunications Infrastructure Unit within the Telecommunications and Digital Economy branch in the Jobs, Innovation and Business Engagement group. The Jobs, Innovation and Business Engagement group works to build trust-based relationships with Victorian businesses, from global enterprises to small businesses and start-ups, to achieve job outcomes that strengthen our economy.

Reporting to the Project Director, Telecommunications Strategic Projects, this position will manage and lead projects to support the delivery of telecommunications projects/programs, including financial, quality and time related targets for the initiatives.

This role will be responsible for preparing and presenting high quality reports, project documentation, submissions, briefings and correspondence for diverse stakeholders and senior decision makers.


Job details

 Date posted
02 Jun 2021

 Expired On
18 Jun 2021

 Category
Information Technology

 Occupation
Telecommunications

 Base pay
\$0 - \$0

 Contract type
Contract

 Work type
Full Time

 Job mode
Standard/Business hours

 Work Authorisation
AUSTRALIAN CITIZEN / PERMANENT RESIDENT

Key accountabilities:

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* Manage and lead projects to support the delivery of telecommunications projects/programs, including financial, quality and time related targets for the initiatives. Includes management of grant payments and relevant project expenditure and review and evaluation of program delivery and impacts.

* Support the development of policy and policy frameworks and advocate policy options within the telecommunications sector contributing to the telecommunications unit's initiatives and programs.

* Initiate and maintain effective relationships with project stakeholders, negotiating and influencing where required, to assist in achieving project deliverables and objectives.

The successful applicant will have proven communication and interpersonal skills and demonstrated expertise in leading the development and implementation of government policy and/or project responses to support economic development. This position requires strong conceptual/analytical and management skills as well as an ability to operate with minimal supervision.

For a confidential discussion, please call Felicia Yiannis, Program Manager on 0419 308 539.

Successful candidates will be required to undergo a National Police Records Check prior to commencing employment with the Department. For further information on the position, please refer to the attached position description.

How to Apply

Please click the 'Apply Now' button. As part of the application process, you will need to provide a copy of your resume and a cover letter addressing the key selection criteria outlined in the position description.

Applications close at midnight on 16 June 2021.