

Policy/Project Officer (multiple)

Department of Jobs, Precincts & Regions • All Melbourne VIC



Base pay

\$87,640 - \$99,438



Work type

Full Time



Contract type

Permanent

Skills

POLICY DEVELOPMENT

PROGRAM MANAGER

TELECOMMUNICATIONS

Full job description

Policy/Project Officer (multiple)

- \$87,640 - \$99,438 (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)

The position of Policy/Project Officer forms a part of the Telecommunications and Digital Economy branch within 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/Policy Lead, Telecommunications and Digital Economy, this position will contribute towards the policy development and/or program/project delivery, working across a variety of telecommunications infrastructure activities designed to foster economic development.

This role has a strong focus in supporting the delivery of telecommunications projects, including financial, quality and time related targets for the initiatives.

Key accountabilities:

1. Support the delivery of telecommunications projects, including financial, quality and time related targets for the initiatives.
2. Support the development of project and or policy frameworks within the

Job details



Date posted

01 Jun 2021



Expired On

18 Jun 2021



Category

Information Technology



Occupation

Telecommunications



Base pay

\$87,640 - \$99,438



Contract type

Permanent



Work type

Full Time



Job mode

Standard/Business hours



Work Authorisation

AUSTRALIAN CITIZEN / PERMANENT RESIDENT

telecommunications sector contributing to the telecommunications unit's initiatives and policy programs.

3. Maintain effective relationships with project stakeholders to assist in achieving project deliverables and objectives.

The successful applicant will have proven communication and interpersonal skills and demonstrated experience in supporting the development and implementation of government policy and/or project responses to support economic development. The incumbent in this role will have strong conceptual/analytical 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 15 June 2021.