

POSITION DESCRIPTION

Executive Project Officer

Reports to	CEO		
Team	Executive team		
Line management	Nil		
CEO approval		Date	19/02/2020

Job Summary

- This short-term (Feb to June 2020) full-time role will assist the PGWA Executive team to complete a range of internal organisational development initiatives including reviewing and developing policies and procedures, operational and project plans, and organisational processes.
- Based at PGWAs North Perth office
- The Executive Project Officer will:
 - be an active member of the Executive team for the duration of the contract
 - establish organisational schedules and processes to be implemented beyond the life of this role.
 - conduct an audit of PGWAs policies and procedures and, with the Executive, determine priorities for development/finalisation
 - assist the Executive team members with a variety of quality improvement projects

Selection Criteria

1. Project management skills
2. Highly developed organisational and time management skills
3. Strong interpersonal skills; able to build rapport quickly
4. Able to work collaboratively
5. Excellent written communication skills
6. Initiative, analytical skills and problem-solving ability
7. Experience working in the not -for-profit community sector
8. Advanced computer skills, including high proficiency with Microsoft Office (including Office 365)
9. Tertiary level qualifications in a relevant discipline (desirable)

Other Requirements

- Current Working with Children Check
- Current Police Clearance
- Current valid Driver's Licence for use in WA