

POSITION DESCRIPTION

Date	1 February 2021
Position Title	Project officer
Reports to (position title)	General Manager Children's and Family Services
Department	Children's and Family Services

Organisational Context

bestchance Child Family Care is an independent, not-for-profit, community organisation with offices in Glen Waverley, Bayswater and Pakenham, Victoria, Australia.

bestchance adopts an innovative and holistic approach to assisting young children and families by integrating a range of specialist family oriented educational and welfare community services. The range of programs delivered include Early Childhood Education and Care (ECEC) Family Day Care, Kindergarten, Child Care; Children's Therapy, Parent and Child Support, Training, Community Support and Cheshire, an independent, specialist primary school for children with social, emotional and learning difficulties.

These programs recognise that the early years of a child's life are the most formative and influential and we strive to adhere to the principles of 'best practice'. This commitment ensures that families are, at all times, respected as the experts on their children and supported in an environment that is strength based and family centred.

bestchance also works in partnership with families in managing a number of kindergartens under its Early Years Management Program.

bestchance is committed to implementing and adhering to the Child Safe standards including the development and implementation of people practices that reduce the chance of child abuse within the organisation, for which we advocate zero tolerance.

Health safety and wellbeing first, is an expectation of all, where staff implement local work instruction and processes aligned to organisation requirements and are accountable for their own safety and safety of others.

PURPOSE

For all children, families and individuals to thrive in their community.

VISION

Inclusion we include everyone regardless of their background, needs or circumstances

Care We nourish and nurture resilient relationships

Education We develop skills and knowledge to build capacity and resilience.

VALUES

Humility we focus on listening to better understand and meet needs

High Expectations we have high aspirations for our client outcomes and for the calibre of our services and staff

Innovation we embrace change based on critical reflection

Curiosity we seek new understandings and knowledge

Evidence we seek and generate evidence to evaluate and improve our programs

Challenge we look beyond the immediate to achieve different results

POSITION PURPOSE

This is an exciting opportunity to join a dynamic team of people and as a Project Officer be part of a project as it evolves from planning phase to finished works. The project involves the refurbishment of and extension to an existing building to develop a custom designed, modern and bespoke Cheshire School, Children's Therapy Centre and Registered Training Organisation. The project works will enable the relocation of these three services, from their current separate outdated and undersized building and grounds, to a single modern facility, designed specifically for the client cohort.

The Project Officer role will support the Project Director to enable the delivery of project milestones associated with the detailed design, construction and evaluation phases of the project, working with internal Wellbeing Health and Safety Coordinator and other associated staff and externally appointed Architects, Builders and Surveyors.

PRIMARY OBJECTIVES

The Project Officer will support and work alongside the Project Director to complete project tasks and associated project administrative functions, coordinate and track project activities, prepare project documentation, collate and manage fee proposals and invoices, and work as key project liaison between internal and external project stakeholders.

KEY RESULT AREAS AND RESPONSIBILITIES

- Collating invoices, budget and expenditure data.
- Scheduling meetings with internal and external stakeholder
- Taking minutes and managing project documentation
- Coordinating project activities
- Collating contracts and reports
- Drafting presentations and preparing project documents
- Tracking and monitoring of project tasks
- Supporting senior manager with project administrative functions
- Facilitating project communications

KEY SELECTION CRITERIA

- Demonstrated experience supporting and working with project team members and stake holders to achieve project goals and outcomes
- Engaging and enthusiastic personality
- Interpersonal sensitivity
- Analytical thinker
- Ability to work autonomously and self-manage completion of tasks within allocated time
- Resilience and commitment to achieving outcomes
- Microsoft office and high level computer literacy skills
- Customer service orientation

OTHER

- Current White Card
- Current Drivers Licence
- Preferred knowledge and experience with Microsoft Project