Position description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Project Officer</th>
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<tr>
<td>Organisation</td>
<td>Dairy NSW</td>
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<tr>
<td>Immediate Manager</td>
<td>Regional Manager Dairy NSW</td>
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<tr>
<td>Term</td>
<td>18-month contract</td>
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<tr>
<td>Tenure</td>
<td>Part-time – 0.6 FTE</td>
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<tr>
<td>Effective Date</td>
<td>16 February 2019</td>
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Purpose of Dairy NSW
In operation since 1996, Dairy NSW is an industry body responsible for the development and strategic direction of research, development, extension and education (RDE&E) programs for the dairy industry across a wide geographic region within NSW. Dairy NSW invests in a range of projects, seeks investment partners, monitors progress and ensures tangible returns on investment with an emphasis on supporting profitability and sustainability of the dairy industry. The office of Dairy NSW is located in Camden NSW.

Job Purpose
The primary purpose of the role is to coordinate the delivery of the project: *Developing Future Leaders; the Dairy Progression Framework*. This includes coordinating the outputs of the project and following sound project management processes and methodologies.

The project seeks to address a growing need for the NSW dairy industry to successfully attract, retain and develop our workforce, to ensure a sustainable pool of committed, skilled labour and future industry leaders for industry longevity and progression. This will be achieved by fostering awareness, engagement and confidence in individuals to understand, plan and sustain prosperous careers within the NSW dairy industry. The project activities will encourage individuals to identify career pathways and development opportunities which encourage sustainable and fulfilling careers in the dairy industry. The project will further seek to establish a tool and supporting resources for the NSW dairy industry to sustainably attract, retain and develop a skilled and progressive workforce.

The project will seek to understand current barriers to individual’s engagement with a career in dairy, as well as barriers to the adoption of currently available career development opportunities. By understanding these challenges and developing solutions, the NSW dairy industry will stand to benefit from a highly skilled, motivated and sustainable future workforce, with clear and defined pathways for leadership development.

The project officer has a critical role in ensuring the project activities are delivered to achieve the project’s objectives and milestones.
Major Responsibilities

Project Coordination and Administration

- Coordinate all aspects of project activities under the direction of the Regional Manager Dairy NSW (refer to Appendix 1)
- Develop, initiate and coordinate communication components for the project
- Undertake regular and ongoing analysis and evaluation of the project deliverables
- Work to strict deadlines and meet contractual agreements, including the provision of monthly work plans, priorities, delivery processes, and accurate and timely milestone and project reports
- Develop controls to allocate and oversee the resources and the project budget
- Exercise initiative and work independently with minimal supervision
- Understand and comply with WHS in the performance of duties

Industry and stakeholder relationships

- Effective ongoing project communication to industry networks and project partners
- Keep abreast of industry activities and issues and continue to develop knowledge regarding the tasks
- Address requests from industry and build relationships with key stakeholders
- Market, coordinate, facilitate and participate in relevant conferences, workshops and industry forums as required
- Attend and present at meetings, information sessions, public speaking or other forums which assist in the delivery of project outcomes and/or promote and improve public awareness of the project and its deliverables

Staff responsibilities

No direct reports.

Key relationships

You will work closely with a Project Steering Group and the Dairy NSW Regional Manager to translate the objectives of the project into effective deliverables.

Key Project Stakeholders - Internal

- Dairy NSW Chair, Regional Manager and team
- Subtropical Dairy Regional Manager and team
- Murray Dairy Regional Manager and team
- Dairy Australia Program Leader and team (Workforce Capability Development)
- Dairy Australia Marketing & Communications team

Key Project Stakeholders - External

- NSW Regional Development Group Chairs
- NSW Department of Primary Industries
- Dairy Australia – Young Dairy Network members
- Education Institutions
- Service providers
Competencies

- Strategic thinking and analytical skills with the ability to translate analysis into actionable project initiatives and plans
- Project coordination and organisational skills
- Proven relationship management skills across a variety of stakeholder groups
- Experience in preparing and tracking budgets and expenditures, including monitoring and reporting
- Strong evaluation and reporting skills
- High level communication skills - excellent verbal and written communications skills
- High motivation and commitment to excellence
- Ability to work within a team and help others in a team and be flexible to deal with organisational and broader industry activity
- Excellent attention to detail

Qualifications/Experience

- Experience in the coordination of a project and knowledge of project management systems and software tools is essential
- Knowledge of, and experience in, the Australian dairy industry and/or education is preferred
- Degree in agricultural science, education or other relevant degree and/or demonstrated knowledge of agricultural and educational design is desirable
- Excellent literacy and computer skills are essential
- Current drivers licence

To express your interest for this position, please submit a cover letter and resume addressing the key selection criteria to April Browne, Regional Manager Dairy NSW april@dairynsw.com.au no later than Friday 18 January 2019.

For further information please contact April Browne.

Key Selection Criteria

SC1: High level communication skills and the ability to establish and maintain relationships with a variety of stakeholder groups

SC2: Proven ability to think strategically and translate strategic thinking into operational outcomes

SC3: Demonstrated ability to design and develop innovative solutions to complex problems

SC4: Competence in managing budgets and reporting against outcomes
Appendix 1 Dairy NSW Project Officer

Major responsibilities and ongoing accountabilities

As Project Officer you are responsible for the day-to-day coordination and administration of the project under the supervision of the Regional Manager.

Project coordination and administration will range from maintenance of project documentation, plans and reports, through to project management duties including the updating risk/opportunity registers, schedule updates, financial updates and so forth.

As Project Officer you will do the majority of the project management work however the Regional Manager will be ultimately responsible and accountable for the successful delivery of the project outputs. The Regional Manager will delegate work, but still retain the responsibility and accountability for the project.

The tasks to be handled by you include:

1. **Scope management** – Planning, defining and maintaining the scope of the project and articulating this in the Project management plan.
2. **Evaluation** – Regular and ongoing conduct of both qualitative and quantitative evaluations of the planned value of the project and the underlying assumptions for the life of the project.
3. **Time and cost management** – Developing a schedule, allocating resources, tracking project income and expenses in a spreadsheet and reporting on finances in reports.
4. **Quality management** – Comply with the Quality Assurance Plan which oversees the quality processes and outputs as described in the Project Management Plan.
5. **Communication Management** – Working with the Regional Manager to develop a Project Communications Plan to plan and release timely messages to appropriate stakeholders.
6. **Risk/Opportunity Management** – Awareness and updating of the established risk register, detailing identified risks and mitigation strategies to support effective project management.
7. **Procurement or Contract Management** – Assisting in the procurement of various materials and resources that are needed to deliver the project outcomes which may include but are not limited to case studies, video series, webinars, website updates and third party consultative services.
8. **Stage management** – Coordinating each project stage and providing the necessary evidence to the Regional Manager and Steering Group to progress the project to its next stage.
9. **Status Reporting** – Reporting regularly and formally the status of the project, with regard to project performance, milestones, budget, issues and risks.
10. **Project Closure** – Achieving formal acceptance of all reports and project outputs as outlined by the Regional Manager and the steering group and delivering an internal review of project outputs and outcomes/benefits against the Project Management Plan.