



Role Purpose:

The primary function of this role will be to ensure project outcomes are achieved on time, on budget, to quality standards and within agreed scope, in line with established agency project management methodology by undertaking tasks such as managing and maintaining project briefs, project scheduling, action logs, budgets, sales and marketing, reporting and performance monitoring of projects.

Job Overview:

The Project Officer's role at the Chinchilla Community Chamber and Industry (CCCI) will be to undertake tasks required to deliver community and business projects on behalf of CCCI and its members and key stakeholders. These projects may include

- Events (Business and community) delivered on behalf of Chinchilla and/or the region
- Internal operational projects (marketing campaigns, funding projects)
- Supporting projects and tasks undertaken by CCCI manager
- Working with community groups to help delivery their project outcomes
- Research and development tasks associated securing funding for proposed projects
- Research and development tasks associated with delivering value to members and the community

Accountabilities	Key Tasks	Performance Measures
<ul style="list-style-type: none"> • Project Delivery 	<ul style="list-style-type: none"> • Develop understanding and assist in the definition of the scope of project's • Developing plans and schedules to action tasks as required • Distribute and action tasks and monitor actuals to plans and schedules • Track and control the actual v budget costs • Identify problems and risks to project outcomes and communicate these to manager and board • Proactively search for solutions to problems • Plan and implement systems that perform the work and fulfill the mission and the goals of the project efficiently and effectively. • Plan and allocate resources to effectively manage event and project team members (often volunteers) and accomplish the work to meet project/event goals. 	<ul style="list-style-type: none"> • 100% projects to contain single page brief/scope outlining key objectives and timelines • Delivery of project milestones on time • Transparency and performance of actuals v budget • Timely reporting of project bottlenecks and offered solutions • 100% consistency of branding, messaging and formatting across documents and platforms • Stakeholder feedback • 100% meetings with agenda and minutes • Maintain and grow engagement levels from community and members in CCCI Events and Programs • Delivery of CCCI events within budget to acceptable standards.



<ul style="list-style-type: none">• Operational administration• Reputational awareness• Workplace health and safety	<ul style="list-style-type: none">• Help develop engaging project marketing content and facilitating project communications• Communicate with key stakeholders and coordinate working groups, committees, and consultations to facilitate exchange of information and support project completion in line with project plans• Organise, lead and document meetings between key stakeholders• Undertake research and analysis as necessary• Coordinate internal resources and third parties / vendors to facilitate high level execution of projects• Develop engaging marketing content monitoring impact and effectiveness• Support development and implementation of marketing plans• Management of digital marketing platforms• Supporting CCCI manager with administrative functions• Support the delivery of CCCI strategic plan• Provide administrative support to board members• Assist with set up and coordination of new members• Assist with integration between digital platforms• Provide customer ad hoc reports and critical statistic• Conduct self in manner of which upholds the highly reputable standards of the CCCI and represents positively the Chinchilla community• Adhere to high levels of confidentiality in respect to CCCI operations, Members and stakeholders• Maintain tidy work area• Ensure correct PPE is utilised• Report Hazards or incidents• Identify risks at or to events and projects. Manage these to an acceptable level	
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Chinchilla Community Commerce & Industry Inc.
Project Officer Position Description 2020

Behaviors & Competencies	Performance Measures
Team Work & Cooperation	Builds loyalty among other team members, board and stakeholders Provides support to others as they work through conflicts and disagreements Facilitates communication between people Proactively works to improve team collaboration and functioning on a continuous basis
Results Oriented	Identifies goals and allocates time and resources accordingly to achieve those goals when faced with competing priorities Able to recognize and offer solutions when others have set goals that are misaligned with organisations objectives provide feedback to the Manager and Board to better meet the needs of the organisation and its objectives Navigates quickly and effectively to resolve problems and obstacles even when complex and unique circumstances occur Manage own time exceptionally and frequently completes tasks ahead of schedule Frequently uses fewer than expected resources while still delivering high quality work on time resulting in cost savings or improved efficiencies Takes responsibility for more complex problems and maintains focus until a viable solution can be found
Accountability	Exceeds his or her commitment to others by frequently delivering work ahead of schedule Generates enthusiasm among team members for accomplishing shared goals Presents oneself as a poised professional who exemplifies success and credibility All funding is delivered and acquitted by deadline in line with the guidelines of the relevant program
Judgment & Decision Making	Demonstrates an ability to make effective decisions within limited time Develops highly creative and effective solutions despite absence of information and short time frames Focuses on continuous improvement by exploring opportunities for enhancing revising or identifying existing standards and implementing changes Is persistent in analysis of issues and problems to find solutions Accurately predicts the outcomes of alternatives to solve problems appropriately addresses the inter-relationships between issues
OHE&S	Promotes an attitude aligned with organizations mission of Zero Harm Fosters a culture which is driven to minimize LTI's in the workplace and risks to the wider community Identifies and speaks up when potential OHE&S issues occur or there is an identified risk of occurring Consistently demonstrates behaviors aligned with reducing OH&S risk in the workplace
Quality	Documents and reports in line with procedure Ensures review of tasks before final hand over to ensure completeness and correct Accurate and complete records of all activities are maintained

Managers Name: Robyn Haig, CCCI Manager	Employee Acceptance (Name):
Signature:	Signature:
Date:	Date: